

JOB DESCRIPTION

POSITION TITLE: Assistant Director of Admission

REPORTS TO: Dean of Enrollment Management

POSITION SUMMARY: This position is responsible for directly supervising the freshman admissions counselors and working collaboratively with the Dean of Enrollment to determine first-time freshmen recruitment strategies for the Office of Admission. This position is also responsible for overseeing the professional and efficient scheduling and coordinating of prospective student visits, welcoming visitors to campus, and leading efforts for admission events on campus.

ESSENTIAL FUNCTIONS:

- Provide direct oversight for all freshman admission counselors, serving as a responsible party (in conjunction with the Dean of Enrollment) of annual freshman recruitment targets.
- Responsible for all on-boarding efforts for new freshman admission counselors.
- Provide territory management for a small recruitment territory.
- In coordination with the Dean of Enrollment, develop and implement first-time freshmen recruitment strategies.
- In coordination with the Dean of Enrollment, serve as a primary driver of the Recruitment Strategic Plan, carrying out specific strategies as assigned.
- Direct and coordinate with student worker team to develop campus visits for prospective students to include appointments with various campus constituents; coordinating logistics, communications and other activities. Trouble shoot any visit issues.
- Supervise and serve as primary back-up to operating the admissions' telephone switchboard. Also provides oversight and serves as primary back-up to the front office and meeting room tidiness, order, inventory, and stock supplies.
- Direct and coordinate Discovery Days and other campus visitation programs.
- Assess campus visit experiences through surveys, interviews, etc.
- Completes reports as necessary and/or requested.
- Work in collaboration with office personnel to maintain data entry, as needed, and a strong working knowledge of both Salesforce and Sonis student management software programs.
- Overseeing of all processing of applicant transcripts and test scores into CRM and Sonis systems.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Coordinate the use of the campus car. Maintain and update the calendar, gas credit cards, and key. Ensure that maintenance of the vehicles is done when necessary.
- Schedule meeting rooms as needed for events and training activities.
- Attend monthly staff meetings.
- Additional responsibilities as assigned by the Dean of Enrollment Management.

SUPERVISORY REQUIREMENTS:

Freshman Admission Counselors and student-worker staff of 4 or more.

EDUCATION:

Essential: Bachelor's degree from an accredited four-year college or university

Desirable: Master's Degree

EXPERIENCE:

Essential: 3 or more years in higher education admissions

Desirable: 4 or more years of experience within a private 4-year college/university admissions' office. Previous experiences as an admissions counselor and/or assistant director of admissions. Previous supervisory experience preferred.

LICENSES/CERTIFICATIONS:

None required

KNOWLEDGE, SKILLS, ABILITIES:

- Ability to work independently as well as collaboratively in a team environment.
- Ability to communicate effectively both orally and in writing.
- Skilled in organization, prioritization, attention to detail and time management.
- Knowledge of Microsoft Office applications and electronic mail.
- Ability to interact with a diverse population.
- Polite and pleasant telephone presentation skills.
- Multi-tasking, Excellent oral and written communication skills
- Ability to multi-task and manage multiple projects simultaneously
- Strong supervisory skills

WORKING CONDITIONS:

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. The employee may frequently lift and/or move up to 25 pounds; occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The office is located in a building with multiple floors that does not have an elevator. The noise level in the work environment is usually quiet to moderate. While performing the duties of this job, the employee may be exposed to weather conditions prevalent at the time.

WORK SCHEDULE:

Normal workday is 8:00 am – 5:00 pm Monday –Friday with one hour allocated for lunch. Flexibility in scheduling is required to accommodate occasional evening and weekend hours. Minimal travel is required for this position. 90% office, 10% travel.

APPROVAL:**DATE:**