

## **IV-6.4 Director of Admissions**

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### **IV-6.4.1 Definition**

To plan, organize and direct the operations of the College admissions and recruitment office; to provide highly responsible academic and administrative staff support to the Associate Vice President for Student Services; and to coordinate assigned activities with other College departments.

### **IV-6.4.2 Supervision Received and Exercised**

Receives general direction from the Dean of Enrollment Management; Associate Vice President for Student Services.

Exercises direct supervision over professional and clerical staff.

### **IV-6.4.3 Essential Duties-** Duties may include, but are not limited to, the following:

Lead and participate in the development, planning, implementation and administration of goals and objectives as well as policies and procedures related to student recruitment and admissions; develop and recommend new or modified programs, policies and procedures.

Monitor, oversee and coordinate student admissions and recruitment activities and processes; ensure that such activities comply with College policies, procedures, goals, and objectives.

Monitor, oversee and coordinate new student recruitment and registration activities and processes; ensure that such activities comply with College policies, procedures, goals, and objectives.

Maintain collection of school catalogs, course descriptions, and general educational information for applicant and student use.

Supervise, train, motivate and evaluate assigned staff; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff training.

Counsel and advise applicants on a variety of academic and administrative matters; assess prospective student standing and needs; suggest alternative courses of action.

Interpret and apply college admissions policies, rules and regulations; ensure compliance with policy, state law, and applicable federal regulations pertaining to admissions and disclosure of applicant information.

Coordinate assigned administrative activities with those of other instructional units, departments and outside agencies and organizations.

Advise prospective and current students in areas of admission requirements, individual program requirements, admission status and the transfer of credit from other institutions.

Serve as a member of the College admissions committee.

Assist in the identification of prospective student populations; coordinate targeted and generalized student recruitment activities.

Develop and serve on a variety of ad hoc committees and task forces; research and develop recommendations related to the administrative affairs of the department.

Participate in the marketing of College programs; recruit students; make presentations to outside contacts.

Represent the College at community and outside organization functions including career fairs and conferences.

Supervise, train, and evaluate counseling, admissions, and recruitment staff.

Perform related duties as assigned.

#### **IV-6.4.4 Qualifications**

##### **IV-6.4.4.1 Knowledge of:**

Admissions requirements, process and procedures.

Curriculum and subject matter of College instructional programs and services.

Principles, practices, and methods of educational program marketing and student recruitment.

Principles of supervision including employee training and performance evaluation.

College organization, including policy and procedural development.

Applicable laws, rules, regulations, and procedures.

Modern office procedures, methods, and equipment including automated data processing equipment.

#### **IV-6.4.4.2 Ability to:**

Organize and direct a comprehensive student recruitment and admissions program consistent with applicable laws, rules, and regulations.

Evaluate applicant credentials and make sound judgments on academic proficiency.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Supervise, train, and evaluate staff.

Prepare, analyze and implement appropriate recommendations related to College admissions and recruitment policies.

Effectively market College programs and recruit students.

Interpret and apply College policies, procedures, rules and regulations.

Counsel and advise applicants and students on a variety of academic and administrative matters.

Maintain effective work relationships with members of the community, the student population, and College academic and administrative staff.

Communicate clearly and concisely, both orally and in writing.

#### **IV-6.4.4.3 Experience and Training Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

##### **Experience:**

Four years of increasingly responsible experience in the development and supervision of a college level admissions and/or recruitment program.

**Training:**

A Master's degree from an accredited college or university, or equivalent.