NAME: 

JOB TITLE: Director of Admissions

DIVISION/DEPARTMENT: Admissions

RESPONSIBLE TO: Dean of Students

MONTHS PER YEAR: 12 

HOURS PER WEEK: Exempt 

UPDATE: 1-16

CREDENTIALS:

- Bachelor’s Degree required, Master’s Degree preferred
- Experience in college admissions work preferred
- Excellent human relations skills and positive attitude
- Receptive to change
- Knowledge of academic and vocational curriculum
- Familiar with needs of all students
- Have a working knowledge of issues affecting transfer students
- Experience in the field of education preferred
- Knowledge of assessments and tests used for college admissions and placement
- Quality written and verbal communications skills
- Availability to work some evenings and weekends
- Willingness for occasional overnight travel
- Experience with various computer software
- Supervisory experience preferred
- Valid driver’s license

JOB PURPOSE
The Director of Admissions is responsible for leading the recruitment and admissions efforts of the Student Services Department.

SUPERVISORY RESPONSIBILITIES
Supervise assigned employees as needed. Has input in selection and termination of employees.

DUTIES AND RESPONSIBILITIES

- Coordinate and update recruitment materials as needed
- Develop, implement, oversee, and evaluate a complete recruitment and admissions plan
- Compile, interpret, and utilize appropriate data as a basis for decision-making in developing recruitment strategies
- Establish and achieve enrollment goals through a team of Admissions Representatives
- Keep the Dean of Students Services and other department heads informed about pertinent admissions statistics
- Maximize recruiting and admissions processing through progressive recruiting techniques
- Monitor, follow, and communicate admissions and scholarship budgets
- Monitor campus visitation program, student ambassador program and all admission events.
- Manage and update the student system admissions and student scholarship modules (POISE) and website information
- Communicate with faculty and program directors to help initiate new and existing recruitment efforts
- Promote the college and attract new students by cultivating relationships with area high schools
• Work closely with the Athletic Department in recruiting and admitting in-state and out-of-state athletes.
• Team with Occupational Recruiters to promote and recruit main campus and satellite campus programs
• Supervise and direct all communications to prospective students
• Stay current on best practices by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations
• Coordinate with the Student Activity Coordinator on special events
• Serve on appropriate campus committees
• Work with FSCC registrar, financial aid, and advising departments by assisting with enrollment, as well as financial and attendance matters

*Salary Range: $34,757 – 39,728*

Reviewed by Supervisor: _________________________

Signature Date

All job descriptions are subject to revision based on changing needs of the college.