

## **DIRECTOR OF ADMISSIONS**

Classification: Full-time, 12-month Employee

Pay Status: Administrator, Exempt

Fringe Benefits per Board Policy

Start Salary Range: \$45,000 - \$55,000

This position is a member of the Student Learning Division who reports to the Dean of Student Services. This position is responsible for managing, planning and implementing recruiting efforts for the entire college.

### **Essential Functions**

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

### **Duties and Responsibilities**

1. Participates in the development of student recruitment strategies, and in the development and revisions to student publications and promotional materials that meet all presentation/delivery methods appropriate to reaching prospective students.
2. Supervises admissions staff.
3. Supports admissions processes for enrollment management, with an emphasis on accuracy and timeliness of necessary information.
4. Creates, implements, and evaluates recruiting programs and processes, including updating the on-line admission form, and other web-based admission information.
5. Establishes and maintains strong relationships with area high schools.
6. Works with athletics and academic departments to support and assist in their recruiting efforts.
7. Schedules and conducts high school visits and represents NCCC at college planning conferences and other recruitment functions.
8. Plans on-campus recruiting programs for prospective students; assists with planning enrollment days for new students; and preview days for prospective students.
9. Oversees and manages a database of prospective students and ensures regular contact with those students through mail, phone and email correspondence.
10. Coordinates the dissemination of information to prospective traditional and non-traditional students.
11. Works with the International Student Coordinator in coordinating international student admissions.
12. Serves as an active member of the marketing committee and marketing work group.
13. Ensures that data on prospective students is entered into the student information system.
14. Oversees the coordination of the Student Ambassador program.
15. Maintains the Admissions departmental budget for both campuses.
16. Performs other miscellaneous duties as assigned by the Dean of Student Services.

### **Required Knowledge, Skills and Abilities**

1. Excellent interpersonal skills.
2. Ability to work effectively with diverse populations.
3. Organizing and coordinating skills.

4. Knowledge of student recruitment and retention issues.
5. Ability to communicate effectively, both orally and in writing.
6. Excellent computer skills.
7. Ability to develop and deliver presentations.
8. Ability to gather data, compile information and prepare reports.
9. Ability to plan and evaluate programs.
10. Ability to appropriately exercise independent initiative and judgment.
11. Willingness and ability to work as a member of a team.

### **Education and Experience**

- Bachelor's degree required.
- 3-5 years' experience in admissions and/or sales preferred.
- Valid driver's license required, with the ability to be insured by the institution's insurance carriers.

### **Working Conditions**

1. Work is normally performed in a typical interior/office work environment.
2. Some travel, overnight trips, and evening hours are required.
3. Ability to lift 25+ pounds required.
4. Ability to lawfully operate and/or drive a motor vehicle during the course of employment is required.

### **Background and Motor Vehicle/Driving Record Checks**

"All employees are subject to the Neosho County Community College Background and Motor Vehicle/Driving Record Checks policy maintained by Human Resources at all times during the course of their employment."

**Application:** Please submit a letter of application, resume with names and phone numbers of five references unofficial transcripts, and employment application to:

Human Resources Director, Director of Admissions, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to [hr@neosho.edu](mailto:hr@neosho.edu). Employment application available at [www.neosho.edu/careers](http://www.neosho.edu/careers).

Review of applications begins upon receipt.

**NCCC is an Equal Opportunity Employer**

### **Non-Discrimination**

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>