



## Director of Admissions Admissions

ADM/1

### **JOB SUMMARY**

This position is responsible for directing the college's student admissions functions.

### **MAJOR DUTIES**

- Manages and supervises the work of all Admissions personnel; directs the day-to-day operations of the Admissions Office.
- Hires, trains, assigns, directs, supervises, evaluates, and disciplines personnel; approves leave requests.
- Ensures compliance with all relevant policies and procedures; ensures the integrity of all admissions data.
- Directs the student admissions processes, including the student application process.
- Integrates admissions, marketing and program efforts across the recruitment process.
- Reviews and updates policies and procedures to optimize the admission process.
- Directs and guides the planning and implementation of special programs and recruitment events.
- Develops and implements new methods and tactics for recruiting in existing markets and for entry into new markets.
- Works with marketing personnel to develop and produce admission publications and brochures.
- Works cooperatively with public relations staff, academic department heads, and others to promote the college.
- Completes reports, surveys and other information regarding admissions for the Board of Regents.
- Monitors the Admissions Office budget and makes recommendations during the budgeting process; manages the purchasing process.
- Updates admissions information in the college catalog.
- Performs related duties as assigned.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of college policies and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of University System of Georgia policies and procedures.
- Knowledge of Family Education Rights and Privacy Act guidelines.
- Knowledge of college recruitment principles.
- Knowledge of budget management principles.
- Skill in decision making and problem solving.
- Skill in supervising the work of personnel.
- Skill in the completion of a variety of reports.
- Skill in oral and written communication.

### **SUPERVISORY CONTROLS**

The Assistant Vice President – Enrollment Management assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

## **GUIDELINES**

Guidelines include the University System of Georgia Academic and Student Affairs Handbook, the Board of Regents Policy Manual, the Darton State College catalog, the Admissions Office Processing Manual, and other college policies and procedures. These guidelines require judgment, selection and interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied duties in directing the college's admissions functions. Strict regulations and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to direct the admissions functions of Darton State College. Success in this position contributes to the success of all college operations.

## **CONTACTS**

- Contacts are typically with co-workers, faculty, staff, students, applicants, parents, representatives of other colleges, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, or to justify, defend or settle matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over Assistant Director of Admissions (1), Transfer Admission Counselor (1), Admissions Counselor/Recruiter (2), Admissions Specialist (3), Admissions Call Center Specialist (1).

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.