



Assistant Director of Admissions Admissions

ADM/2

JOB SUMMARY

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

MAJOR DUTIES

- Manages the operation of the EMAS recruiting database.
- Plans and coordinates admissions events.
- Assists in the development and implementation of recruitment strategies and in the development of recruitment publications and materials.
- Prepares and submits required weekly reports.
- Hires personnel and manages the operations of the Call Center.
- Oversees the development and implementation of a comprehensive tour program; ensures the proper training of tour guides.
- Assists in the development and implementation of a marketing plan.
- Manages the work of Admissions Counselors/Recruiters.
- Orders and maintains the recruitment supply inventory.
- Ensures compliance with all relevant guidelines; ensures the integrity of all admissions data.
- Provides admissions counseling to students and parents.
- Processes admissions documents.
- Performs the duties of the Director in his or her absence.
- 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 Director of Admissions 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 management and supervisory duties. Strict regulations and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to assist in directing 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, high school counselors, 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, walking or stooping. The employee frequently lifts light and occasionally heavy objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Admissions Call Center Specialist (1), Admissions Counselor/Recruiter (3) and assigned student workers.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate 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.