



Job Description Classification

ASSISTANT DIRECTOR OF ADMISSIONS/CSC VSC UP-PAT BARGAINING UNIT

**Grade 11
EXEMPT**

BASIC FUNCTION

To coordinate and oversee one or more primary or specialized functions of the Admissions Office; to serve as a student recruiter, interview students and review applications; to assist with general office management.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Coordinate and oversee a principal or specialized admissions function, i.e., research, plan and organize admissions staff travel schedule; coordinate travel arrangements; coordinate and carry out the review of transfer applications and transcripts, interview transfer students; plan and organize various special admissions events; coordinate alumni volunteers and other admissions programs involving alumni.
- Write, edit, proof copy, design formats, and/or coordinate the publication of various admission publications or admissions related portions of College publications.
- Represent the College as a student recruiter: visit high schools, attend college fairs, and so forth.
- Interview prospective students applying for admission to the College.
- Review applications and recommend action.
- Assist with departmental administrative tasks and functions, including development, implementation, evaluation, and revision of operating policies, procedures, forms, systems; staff hiring, training and supervision; preparation of regular and special reports, and the like.
- Represent Admissions on various College committees.
- Keep abreast of current College programs, policies, and procedures.
- Perform other related duties as assigned.

SUPERVISION RECEIVED

General supervision and direction is received from the Assistant Dean of Enrollment.

SUPERVISION EXERCISED

Partial functional and administrative supervision of office clerical/administrative staff.

MINIMUM QUALIFICATIONS

Bachelor's degree in student personnel services or other appropriate discipline, plus two to four years of relevant experience in higher education administration, including at least two years of admissions experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Good knowledge of admissions operations, with previous VSC experience desirable.
- Specialized knowledge and skills related to specific areas of responsibility.
- Good planning, administrative, organizational skills; good basic supervisory skills, with some previous supervisory experience desirable.
- Ability to deal effectively with high school students, parents, guidance counselors, students/faculty/staff/senior administrators/alumni, and others, requiring group speaking skills, individual interviewing/advising skills, and "sales" skills.
- Strong interpersonal skills.
- Flexible schedule required.
- Ability to travel. College fleet license required.

This general outline illustrates the type of work, which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.