



## Job Classification Description

### **ASSISTANT DIRECTOR OF ADMISSIONS /TRANSFER COUNSELOR VSC-UP PAT BARGAINING UNIT**

**GRADE 11  
EXEMPT**

#### **BASIC FUNCTION**

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

#### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Plan, coordinate and carry out a variety of activities to assist students with the process of transferring to Lyndon State College from other colleges.
- Develop liaisons with other programs and staff to attract and inform students about LSC programs and opportunities; develop articulation agreements and other mutually beneficial programs; assist in developing and carrying out a marketing plan to attract transfer students.
- Interview transfer or initial applicants for admission to the College.
- Review applications, evaluate transcripts to determine equivalencies for transfer credit and recommend action.
- Assist the dean with department 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.

#### **SUPERVISION RECEIVED**

General supervision is received from the Dean of Admissions & Marketing.

#### **SUPERVISION EXERCISED**

Partial functional and administrative supervision of office clerical/administrative staff; partial functional supervision of admissions counselors.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree, with master's degree in student personnel services or other appropriate discipline desirable, plus three to five 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; previous VSC experience desirable.
- Specialized knowledge and skills related to Community College programs and the dynamics and opportunities that affect transfer students.
- Good planning, administrative and 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/alumni, and others, requiring group speaking skills, individual interviewing/advising skills, and "sales" skills.
- Ability to travel frequently.

**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.**