



## Job Classification Description

### **ASSISTANT DIRECTOR OF ADMISSIONS 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; and to assist the Director with general office management.

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

- Coordinate and oversee a principal or specialized admissions function, for example: research, plan and organize a travel schedule for the admissions staff; coordinate travel arrangements; plan and coordinate a marketing program for non-traditional students; review and evaluate transfer applications and transcripts, and interview transfer students; plan and organize various special admissions events; coordinate alumni volunteers and other admissions alumni programs.
- Write, edit, proof copy for, design formats for, 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 students applying for admission to the College.
- Review applications and recommend action.
- Assist the Director 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.

#### **SUPERVISION RECEIVED**

General supervision is received from the Director of Admissions.

#### **SUPERVISION EXERCISED**

Partial functional and administrative supervision of office/clerical administrative staff; partial functional supervision of Admission Counselors.

## **MINIMUM QUALIFICATIONS**

Bachelors degree with masters degree in student personnel services or other appropriate discipline desirable, plus three to five years of relevant experience in higher education administration, including 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 specific areas of responsibility.
- 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.