



## Job Description Classification

### **SENIOR ASSOCIATE DIRECTOR OF ADMISSIONS/CSC VSC UP-SUP BARGAINING UNIT**

**Grade 14  
EXEMPT**

#### **BASIC FUNCTION**

To coordinate and oversee one or more primary or specialized functions of the Admissions Office; to assist the Dean and Assistant Dean with all aspects of admissions planning and office management; and to serve as a student recruiter as needed.

#### **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; plan and organize various special admissions events; coordinate admissions programs involving alumni.
- Assist the Dean and Assistant Dean with all aspects of admissions planning and office management, with one or more key areas of administrative responsibility, such as, but not limited to: staff and personnel recruitment of interviewing, hiring, training, supervision, and evaluation; development, implementation, evaluation, and revision of operating policies, procedures, forms, and department systems; compiling of data and preparation for various regular and special administrative reports.
- 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.
- 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 Dean of Enrollment.

#### **SUPERVISION EXERCISED**

Partial functional and administrative supervision of Admissions staff members.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in student personnel services or other appropriate discipline, 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.

- In-depth knowledge of admissions operations, with good general knowledge of higher education administration and governance; VSC experience desirable.
- Specialized knowledge and skills related to specific areas of responsibility.
- Good planning, administrative, organizational, and supervisory skills; good math skills, with some previous budget administration 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.
- Good understanding of the educational goals and objectives of the College.
- Ability to deal effectively with a wide range of individuals/groups inside and outside the VSC.
- 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.**

5/07