



Assistant Director of Admission

Department: Admissions

FLSA Status: Non Exempt

Grade/Level: N/A

Work Schedule: M-F, 8:30 a.m. until 5:00 p.m.,
extensive weekends and evening work as required,
12 month.

Job Status: Full Time

Reports To: Assoc VP IE/Dean of Admission

Amount of Travel Required: 40%

Positions Supervised: None

POSITION SUMMARY

Works with the Dean of Admission to plan, initiate, execute and evaluate programs for the recruitment of students within assigned geographic areas.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Plans, coordinates, implements and evaluates all phases of travel within assigned geographic areas for visiting high schools and attending college fair programs and representing Austin College to students, parents, counselors, teachers and administrators.
- Plans, coordinates, implements and evaluates receptions or other promotional programs within assigned geographic areas for prospective students, parents and high school personnel.
- Contacts Austin College alumni, parents and students to assist with recruitment of prospective students within assigned geographic areas.
- Insures that all College materials are sent to prospective students within assigned geographic areas.
- Monitors the status of applications for admissions, financial aid and scholarships for prospective students within assigned geographic areas.
- Conducts scholarship and admission interviews with prospective students.
- Conducts campus tours and information sessions as scheduled for visitors to the College.
- Manages correspondence with prospective students and their parents.
- Administers telephone and written inquiries regarding the admission status of prospective students.

- Assists with on campus recruitment and public relations activities utilizing Austin College administrators, faculty, students and alumni.

Other Job Function Statement(s)

- Assists with special programs as assigned.
- Assists in the registration process.
- Performs other duties as assigned.

POSITION QUALIFICATIONS: (The **minimum** knowledge, skills, abilities, licenses, certifications, and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)

KNOWLEDGE (Defines the mental aspects of the job. Knowledge is obtained through **education, experience, training, licensure, certification, or through a combination of the aforementioned.**)

Bachelor's degree from an accredited four year college or university.

SKILLS (The application of knowledge by the manual, verbal, or mental manipulation of data, words, or things necessary to accomplish the essential functions of the job.)

To perform this job successfully, an individual must:

- utilize Microsoft Office (Word, Excel, Outlook, PowerPoint) or appropriate alternative software to create efficient and accurate: documents, records, files, reports, presentations, or communiqués;
- communicate effectively using a variety of styles and techniques appropriate to the audience.

ABILITIES (Natural talents, developed proficiencies, and or other job-related requirements. This section includes observable behaviors or behaviors that produce observable results necessary to perform the essential functions of the job.)

To perform this job successfully, an individual must have the ability to:

- work collaboratively with the Vice President for Institutional Enrollment, other Directors, and all members of the staff to achieve the goals and objectives of the Office of Admission;
- work evenings and weekends;
- travel frequently to perform the essential functions;
- attend workshops, meetings, or conferences in or out of town;
- work independently with little supervision;
- interpret complex or ambiguous policies, rules, laws, or regulations;
- analyze and solve basic to advanced level problems;
- organize work or assigned projects.
- balance multiple projects and unstructured tasks within deadlines;
- work under pressure while maintaining a professional demeanor;
- work with all levels of employees and or third parties;
- maintain confidentiality regarding sensitive matters;
- recognize change in laws, rules, and/or regulations that could impact college, division, or departmental operations;
- acquire and apply new knowledge through personal development, research, on the job experience, training or education;
- model high standards of honesty, integrity, trust, and ethical behavior.

LICENSE or CERTIFICATION (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.)

Valid Driver's License

BEHAVIORS (Required by the institution of all employees within a classification (exempt, nonexempt, managerial/supervisory) for additional performance evaluation purposes.)

The following must be demonstrated at a fully acceptable level:

- Independence of Action/Initiative – Exercises good judgment in problem solving and decision making;
- Service Orientation – Exhibits a 'customer friendly' demeanor with internal and external customers;
- Resourcefulness/Creativity – Presents a variety of options to fulfill job responsibilities and meet workplace objectives;
- Communication Skills – Presents ideas effectively. Conveys thoughts clearly and concisely. Listens well and asks appropriate questions;
- Teamwork – Works effectively with other employees. Offers help when needed.

PHYSICAL REQUIREMENTS:

The following should represent the physical requirements of the essential job functions.

Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 20 pounds) associated with the job duties is required.

WORK ENVIRONMENT:

Typical environment is an office setting with moderate noise. May occasionally work in other locations on or off campus to include outdoors.

Disclaimer: The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Executive Signature: _____ Date: _____