



JOB DESCRIPTION

TITLE:	DIRECTOR OF ADMISSIONS
REPORTS TO:	Vice President of Enrollment Management
DEPARTMENT:	Enrollment Management
SUPERVISES:	Admissions Counselors, Administrative Assistant
STATUS:	Exempt
HOURS:	Full-Time (with some evening and weekend hours)
CLASSIFICATION:	Administrative Staff
F.T.E:	Full Time
DATE REVIEWED/ APPROVED:	November 5, 2018

Mission Statement: *“Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service.”*

Villa Maria College Core Values: *“Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace.”*

POSITION SUMMARY:

The Director of Admission manages the admissions operation of the College and leads a team of counselors and administrative staff in the Office of Admission. Reporting to the Vice President for Enrollment Management, the Director of Admission is responsible for planning and conducting the undergraduate student recruitment and admissions process, including recruitment events. The Director supervises a small staff and works closely with the Offices of: Financial Aid, Communication, Athletics, Registrar, and the Student Success Center. Working in collaboration with faculty, college administration and staff, the Director plays a key role in helping achieve the enrollment goals of the College. The Director will also play a role in recruiting a small group of students.

ESSENTIAL RESPONSIBILITIES:

- Meet enrollment goals for assigned target recruitment area.
- Participate in the strategic planning for enrollment and the development of recruitment and marketing plan.
- Speak publicly to individuals, families, and groups both on campus and off campus.
- Supervise and manage the Admissions Counselors and designated support staff, including annual performance reviews.

- Assist in the department communication plan to prospective students and admitted students.
- Evaluate and execute admissions decisions on applicant files.
- Mentor Admissions counselors and oversee training.
- Develop and monitor statistical reports to enhance recruitment strategies, yield management, production modeling, and operational effectiveness.
- Plan and implement Admission events such as Open House Programs and related programming, and admissions visit operations.

ESSENTIAL QUALIFICATIONS:

- Bachelor's degree, Masters preferred, with a minimum of 5 years' of experience with increasing responsibilities in admissions.
- Ability to demonstrate the following types of skills: motivation, dedication, drive, hard work, focus, passion, and teamwork.
- Ability to travel, drive for the college, and work a varied schedule with flexible hours including week ends when needed.
- Demonstrated ability in sales and customer service.
- Familiarity with admission terminology and tests.
- Strong verbal and written communication skills with effective public speaking and presentations.
- Effective planning and organizational skills.
- Ability to operate personal computer with Microsoft office programs, student database system, and CRM.
- Ability to maintain schedules while demonstrating self-direction and motivation.
- Demonstrated ability to work with a wide range of people and commitment to diversity.
- Demonstrated ability to efficiently and effectively solve problems and initiate and implement projects independently.
- Ability to represent the office and the College in a professional manner.
- Ability to maintain a positive attitude that will promote the College.
- Must maintain a current and valid driver's license and have the ability drive and travel.

ESSENTIAL FUNCTIONS:

General environment requires employee to be flexible. This work may include hours standing and walking, including up and down stairs, moving up to 25-pound boxes, etc. Evening and weekend hours will be needed on occasion to perform work associated with this position. Ability to travel, including ability to drive, is required.

Director of Admissions 11/2018

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

VILLA MARIA COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

HOW TO APPLY: Applicants should apply online at jobs.villa.edu and include a cover letter and resume. The Search Committee will carefully review each resume and select the strongest candidates. Once the selection process is completed, qualified candidates will be contacted for an interview.