POSITION ANNOUNCEMENT

Director – Admissions

Applications are being accepted for the Director – Admissions. The purpose of this position is to develop and implement a comprehensive recruitment and admissions plan and processes for new students. Lead the admissions department in recruiting and admitting all new students including first time, transfer, guest and early admit students.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:
- Bachelor’s degree in education, business, psychology or closely related field required. Master’s degree preferred.
- A minimum of two years’ experience in higher education with an emphasis on enrollment management or admissions.
- Experience supervising professional staff and providing leadership, as well as managing budgets within an organization is required.

Necessary Knowledge, Skills, and Abilities:
- Ability to travel to various locations.
- Prior counseling and/or administrative experience at the college level is preferred.
- A commitment to the missions and strategic plan of NSCC is required.
- Public speaking skills required.

A complete job description is attached.

Interested candidates should submit an application, cover letter, and updated resume in Word or PDF format to careers@northweststate.edu using subject line “Director - Admissions”.

For a complete listing of current Employment Opportunities, visit www.northweststate.edu and click on “about NSCC” then “Work for NSCC.”

Office of Human Resources
Northwest State Community College
22600 State Route 34
Archbold, OH 43502
EOE M/F/D/V

Northwest State Community College is an Equal Opportunity Employer and educator that does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services.

In accordance with the Americans with Disabilities Act, it is the policy of Northwest State Community College to provide reasonable accommodations to persons with disabilities. When contacted for an interview, an applicant who requires special accommodations due to a disability should notify the Human Resources office at the time he/she is contacted so that proper arrangements can be made for the interview.
POSITION TITLE: Director - Admissions  
DEPARTMENT: Learner Services  
SUPERVISOR: Dean of Learner Services  
GRADE LEVEL: III, Exempt

GENERAL PURPOSE
To develop and implement a comprehensive recruitment and admissions plan and processes for new students. Lead the admissions department in recruiting and admitting all new students including first time, transfer, guest and early admit students.

ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Manage and participate in recruitment activities including but not limited to high school visits, college fairs, high school award nights, business and industry shows, admissions workshops, open houses, county fair programs, and Early Admit informational programs.
2. Develop, implement and maintain a comprehensive recruitment strategy to achieve organizational goals.
3. Manage and participate in Admissions assessments including scheduling dates and times.
4. Coordinate, implement and evaluate Admissions’ recruitment and relationship development events for all school, community and college stakeholders.
5. Prepare and oversee annual admissions office budget including a plan to identify and implement spending efficiencies and productivity improvements.
6. Evaluate and implement admissions policy and procedures.
7. Oversee tours to prospective students, guests and visitors.
8. Train student workers to assist with functions of the admissions office.
9. Collaborate with other college departments for the successful matriculation of students.
10. Assist in the planning and development of new publications.
11. Participate in local and state organizations for professional growth and development.
12. Other similar duties as assigned.

QUALIFICATIONS
Education and Experience:
- Bachelor’s degree in education, business, psychology or closely related field required. Master’s degree preferred.
- A minimum of two years’ experience in higher education with an emphasis on enrollment management or admissions.
- Experience supervising professional staff and providing leadership, as well as managing budgets within an organization is required.

Necessary Knowledge, Skills, and Abilities:
- Ability to travel to various locations.
- Prior counseling and/or administrative experience at the college level is preferred.
- A commitment to the missions and strategic plan of NSCC is required.
- Public speaking skills required.
SUPERVISION EXERCISED
Admissions Staff

RESPONSIBILITY FOR PUBLIC CONTACT
The position frequently meets or is in contact with current, former and prospective students and the general public, guidance counselors, and government agencies.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.