

FORT SCOTT COMMUNITY COLLEGE
Position Description AD06

NAME: JOB TITLE: Director of Admissions

DIVISION/DEPARTMENT: Admissions RESPONSIBLE TO: VP of Student Services

MONTHS PER YEAR: 12 HOURS PER WEEK: Exempt UPDATE: 6-2024

CREDENTIALS:

- Bachelor’s Degree or equivalent work experience required
- Experience in college admissions work preferred
- Excellent human relations skills and positive attitude
- Receptive to change
- Knowledge of academic and vocational curriculum
- Familiar with needs of all students
- Have a working knowledge of issues affecting transfer students
- Experience in the field of education preferred
- Knowledge of assessments and tests used for college admissions and placement
- Quality written and verbal communications skills
- Availability to work some evenings and weekends
- Willingness for occasional overnight travel
- Experience with various computer software
- Supervisory experience preferred
- Valid driver’s license

JOB PURPOSE

The Director of Admissions is responsible for leading the recruitment/admissions efforts and coordinating scholarships on behalf of the Student Services Department.

SUPERVISORY RESPONSIBILITIES

Supervise assigned employees as needed. Has input in selection and termination of employees.

DUTIES AND RESPONSIBILITIES

- Coordinate and update recruitment materials as needed
- Develop, implement, oversee, and evaluate a complete recruitment and admissions plan
- Compile, interpret, and utilize appropriate data as a basis for decision-making in developing recruitment strategies
- Establish and achieve application and scholarship processes for prospective students
- Update scholarship policy as directed
- Keep the VP of Students Services and other department heads informed about pertinent admissions statistics
- Maximize recruiting and admissions processing through progressive recruiting techniques
- Monitor, follow, and communicate admissions budget
- Monitor campus visitation program, student ambassador program and all admissions events.
- Manage and update the student system admissions module (POISE) and website information
- Communicate with faculty and program directors to help initiate new and existing recruitment efforts
- Promote the college and attract new students by cultivating relationships with area high schools
- Work closely with the Athletic Department in recruiting and admitting in-state and out-of-state athletes.
- Team with Occupational Recruiters to promote and recruit main campus and satellite campus programs

- Supervise and direct all communications to prospective students
- Stay current on best practices by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations
- Coordinate with the Student Activity Coordinator on special events
- Coordinate the President's Ambassador group
- Serve on appropriate campus committees
- Work with FSCC registrar, financial aid, and advising departments by assisting with enrollment, as well as financial and attendance matters
- Other duties as assigned

Reviewed by Supervisor: _____
Signature

Date

All job descriptions are subject to revision based on changing needs of the college.