



## Director of Transfer Admission & Special Partnerships

**Department:** Admissions

**FLSA Status:** Exempt

**Grade/Level:** N/A

**Work Schedule:**

M-F; 8:30am until 5:00pm.

Extensive weekends and evening work as required.

**Job Status:** Full Time

**Reports To:** Executive Director of Institutional Enrollment

**Amount of Travel Required:** 40%

**Positions Supervised:** None

### POSITION SUMMARY

Works with the Vice President for Institutional Enrollment and Executive Director of Institutional Enrollment, initiate, execute and evaluate programs for the recruitment of transfer and select groups of freshmen students. Represents the College to multiple constituents to include students, parents, faculty, prospective students, alumni and college administrators.

### 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 exclude Other Job Function Statement(s).

#### Essential Functions Statement(s)

- Plans, coordinates, implements and evaluates:
  - all phases of travel for visiting community colleges and attending special transfer programs/college fair programs to include travel within assigned geographic areas for visiting high schools and attending college fair programs and international student recruitment;
  - designated receptions or other promotional programs;
- Assists with recruitment of prospective transfer students to include: insuring all College materials are sent to prospective transfer students; monitoring/managing the status of correspondence and or applications for admissions, financial aid and scholarships; administering telephone and written inquiries regarding admission status;
- Conducts scholarship and admission interviews;
- Coordinates recruitment and admission for special partnerships high schools.

#### Other Job Function Statement(s)

- Assists with special programs as assigned, the registration process, the day-to-day work of the Office of Admission and on campus recruitment and public relations activities utilizing appropriate individuals and or groups;
- Conducts campus tours and information sessions as scheduled for visitors to the College;
- 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.

**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.) **N/A**

**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 communications;
- 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 all departments, all levels of employees and or third parties in a collegial and effective manner to achieve goals and objectives;
- use cognitive skills to: solve problems, develop, plan and implement short and long-range goals, organize work or assigned projects;
- work evenings and weekends;
- travel frequently to include driving alone and overnight stays;
- interpret complex or ambiguous policies, rules, laws, or regulations;
- attend workshops, meetings, or conferences in or out of town;
- work independently with little supervision;
- balance multiple projects and unstructured tasks within deadlines;
- work under pressure while maintaining a professional demeanor;
- 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.

**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: \_\_\_\_\_