



Associate Director of Admission

Department: Admissions
FLSA Status: Exempt

Grade/Level: N/A
Work Schedule: M-F, 8:30 a.m. until 5:00 p.m.,
weekends and evening work as required,
12 months.

Job Status: 1.0 FTE
Reports To: Associate Vice President and Dean of
Admission
Amount of Travel Required: 40%
Positions Supervised: None

POSITION SUMMARY:

Plans, initiates, executes and evaluates programs for the recruitment of students within assigned geographic areas. Performs essential functions personally, through others, or in conjunction with designated personnel or outside vendors/experts.

ESSENTIAL FUNCTIONS (Duties and Responsibilities):

Reasonable Accommodations Statement

Reasonable Accommodations may be made to enable qualified individuals with physical or mental disabilities that substantially limit one or more "major life activities" to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

Essential Functions Statement(s) To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

- 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.
- Plans, coordinates, executes and evaluates special programming as assigned.
- Contacts Austin College alumni, parents and students to assist with recruitment of prospective students within assigned geographic areas.
- Ensures appropriate 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) To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

- Assists in the registration process.
- Attends job related workshops, meetings or conferences as directed.
- 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.**)

Minimum: Bachelor's degree from an accredited four- year college or university; 3-5 years of job-related experience.

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, people, or things necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, an individual must:

- utilize Microsoft Office (Word, Excel, Outlook, PowerPoint) or appropriate alternative software to the extent required;
- communicate effectively using a variety of styles and techniques appropriate to inform or persuade the intended 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 fully meet job expectations of the essential functions.)

To fully meet job expectations, an individual must have the ability to:

- work evenings and weekends;
- maintain regular and consistent attendance;
- travel frequently;
- maintain valid Driver's License and clean driving record;
- use cognitive skills to: solve problems, pay attention to detail; organize work or assigned projects; develop, plan, and implement goals;
- convey thoughts clearly and concisely, listen well, and ask appropriate questions as needed;
- work collaboratively with all levels of employees;
- work under general supervision;
- 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;
- reflect professional appearance and behavior at the office and at all work-related activities;
- 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) necessary to fully meet job expectations of the essential functions. and are formally reviewed during the annual performance evaluation process.)

To fully meet job expectations, the incumbent must demonstrate the following:

- 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 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 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: _____