

Classification	Director of Admissions and Recruitment
Grade	NC
Working Title	
FLSA Status	
Position Class Code	1M170
Full Time Part Time	Full Time
Educational and Experience Requirement	Master's Degree in related. Five years of professional experience in college/university admissions area or experience in a related field . A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.
Nature & Purpose of Position	Serves as administrative officer primarily responsible for coordinating the admission of all undergraduate students, Student Recruitment, testing of students, and assisting with scholarship administration.
Primary Responsibilities	Responsible to give direction to the development of materials, i.e., brochures, publications, etc., which are required to support the recruitment plans/activities of the University; work with appropriate offices in developing admissions management information system which can serve as a data base for decisions relating both to recruitment and admissions; to serve on committees as requested by the President or the Vice President for Academic Affairs and Student Services; supervise admission of all under graduate students, University testing services relating to ACT, SAT, GRE, GMAT, CLEP, and TASP tests; maintain open channels of communications with secondary school and community college counselors and admissions personnel in the interest of facilitating the matriculation of students from such campuses; monitor, as directed by the Vice President for Academic Affairs and Student Services, all activities and budgets associated with the offices of recruitment and orientation as well as progress of those offices in attaining established goals; represent to the central administration the interests, concerns and priorities associated with functions of admissions, student recruitment, orientation and relations with secondary schools and the junior/community colleges; serve as a member of the Academic Policy Council; and, supervise admission of all foreign students. The Director of Admissions and Recruitment is administratively responsible for the planning, organization, implementation and evaluation of all activities and services relating to the functions of the admissions, recruitment, and orientation offices, including relationships with the secondary schools and junior/community colleges which are essential to ensure success of the recruitment program. Performs other related duties as assigned by the Vice President of Academic Affairs and Student Services or the President.
Other Specifications	Other university departments, staff, faculty and students. Outside agencies (such as high schools, junior colleges, and national admissions testing agencies). Must be

	knowledgeable of all NCAA and conference rules. Must adhere to NCAA and conference bylaws. Must be supportive of institutional compliance and academic programs. Must report all NCAA and conference violations to proper personnel. This position may be designated as a Campus Security Authority (CSA).
Supervision Given and Received	Reports to the Vice President for Academic Affairs and Student Services. Supervises the Assistant Director of Admissions and Recruitment, Recruitment/Admissions Counselors, Student Orientation Office, Office Supervisor, Transcript Evaluator, Computer Terminal Operator, Admissions Clerks, International Student Clerk, and student workers.

Title Information