



Associate Director of Admission

The Office of Admission at Pitzer College seeks a talented professional for the position of Associate Director of Admission. The Associate Director of Admission recruits, evaluates, and selects qualified candidates for admission. Under minimal supervision is responsible for the coordination, implementation, maintenance, and evaluation of specialized programs related to the recruitment and admission function.

This position requires at least six year of progressive experience in the field of admission and/or college counseling. The ideal candidate will have a great understanding of a liberal arts education, experience with CRMs (in particular, Slate), the ability to switch between tasks quickly and remain cool under pressure.

You can learn more about our Admission team by visiting us online at <https://www.pitzer.edu/admission/meet-staff/> and our employment benefits at <https://www.pitzer.edu/human-resources/benefits/>.

Note: This is a summary of the essential functions and requirements for the position; a detailed description is available at the hyperlink listed below.

ESSENTIAL FUNCTIONS:

1. Assist in development of strategies for recruiting new students, including conducting research on admission trends and best practices, and consolidating information into suggestions for new ideas for marketing, programs or other relevant activities.
2. Travel within a defined national territory to visit high schools, attend college fairs and conduct special programs (approximately 10 weeks per year).
3. Interview and counsel applicants and their families.
4. Conduct information sessions for prospective students and their families.
5. Read and evaluate applications and participate in the committee process to select candidates for admission.
6. Initiate correspondence and complete arrangements in connection with the above activities.
7. Provide academic and co-curricular counseling to prospective students.
8. Provide leadership and program management over three or more critical functions (*i.e. travel strategies, inquiry generation, reading coordination process, campus events, student management, publications*) for the Office of Admission.
9. Develop and monitor statistical reports to enhance recruitment strategies, yield management, forecasting, and operational efficiency
10. Collaborate with the Director of Admission to develop and coordinate effective training programs for admission staff members
11. Represent the Director of Admission at meetings or campus events when they are unavailable.

Work Hours: This is a full-time, exempt level position week working 12 months per year. The regular hours for this position are 8:00 am to 5:00 pm, Monday through Friday. These hours may vary due to needs of the College or department.

MINIMUM REQUIREMENTS

Education: Must have a bachelor's degree from an accredited college or university.

Experience: At least six years admissions experience in positions with increasing responsibility.

Licenses/Certifications: Must have a valid driver's license and a driving record acceptable to the College's automobile insurance carrier.

COMPENSATION:

Pay Rate: The monthly rate is commensurate with qualifications, plus excellent benefits. Benefits can be viewed at <http://www.pitzer.edu/human-resources/benefits/>. The pay range will be available to interviewed applicants by request.

Benefits: This position is eligible for the College's full program of employee benefits subject to the terms and conditions in the plan documents/policies, including: medical, dental, vision, group life insurance of at least \$20,000, 12% employer retirement contributions, tuition remission within The Claremont Colleges, gym/fitness resources (including a personal trainer), free parking, an interest-free computer loan, and more. *Note: Restrictions or service requirements apply.* Visit <http://www.pitzer.edu/human-resources/benefits/> for details. Contact us at HR@pitzer.edu if you have questions.

TO APPLY:

Priority Deadline: Applications received by **July 12, 2019** will be included in the initial screening. Review of applications will commence immediately.

Please click [here](#) to be directed to an online Box folder to view the full job description, download the **Staff Employment Application Form** (required) and **Applicant Information Form** (optional). Submit the forms with the following documents:

1. Cover Letter: Describe how your qualifications satisfy the position requirements
2. Resume: Provide relevant experience with dates.

SUMIT ALL MATERIALS TO: StaffJobs@pitzer.edu

PITZER COLLEGE is a top-ranked liberal arts institution and member of the prestigious consortium of The Claremont Colleges. With a student body of approximately 1,000 co-educational undergraduates, Pitzer's core values include social responsibility, intercultural understanding, interdisciplinary learning, student engagement and environmental sustainability.

Pitzer College adheres to both the letter and the spirit of Equal Employment Opportunity and Affirmative Action. We strongly encourage candidates from underrepresented groups to apply.

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