

POSITION DESCRIPTION



Position Title:

Associate Director of Admission

GENERAL DESCRIPTION

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.

Last Updated: 06/18/19

Department: Admission

Supervisor: Director of Admission

Status: Regular

FLSA Classification: Professional

Grade: 07

Benefits: Full employment benefits subject to the terms and conditions in the plan or policy documents.

CSA Reporter: No **FERPA:** Yes **Mandatory Reporter:** Yes **Responsible Employee:** Yes

(See definitions under *Position Reporting Information* section below).

At-Will Employment

Regular employment at the College is for no specified period of time; conditions and status of employment (hours, pay, title, duties, etc.) are subject to change at any time. Employees, and likewise the College, are free to end the employment relationship at any time, for any reason, with or without notice or cause, unless otherwise prohibited by law.

Essential Functions

This position description defines the essential or fundamental job duties of the employment position. It is assumed that employees hired for this position can perform the essential functions of this job without imposing risk of substantial harm to the health or safety of themselves or others. It may also include marginal functions, generally defined within Title I of the Americans with Disabilities Act.

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. When duties and responsibilities change and develop, Pitzer College will review this job description and make changes of business necessity.

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). Manage receipts and prepare travel reports to meet College requirements and deadlines.
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. Based on skills and previous experience, provide leadership and program management over three or more critical functions (*i.e. travel strategies, inquiry generation, reading coordination process, publications, international recruitment, alumni programs, group travel, diversity programs, mass communications, vendor relations*) for the Office of Admission. Works closely with the Director of Admission on strategic planning for programs and activities coordinated by Assistant Directors and Admission Counselors. Lead program committees/meetings for assigned areas
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 he/she is unavailable.
12. Perform other related duties as required.

Supervisory Responsibility: Approximately four part-time readers.

Work Hours: This is a full-time position working 12 months per year. The regular hours for this position are 8:00 am to 5:00 pm, Monday through Friday. Some evening and weekend work will be required, including travel. These hours may vary due to needs of the College or department.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

The individual must possess knowledge, skills and ability to be able to successfully perform the essential functions of the position or be able to explain or demonstrate how the essential functions will be performed, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Demonstrated superior public speaking, writing and communication skills in English.
2. Must have an ability to convey a commitment and passion for Pitzer College.
3. Ability to manage multiple projects simultaneously while satisfying expectations and deadlines.
4. Excellent interpersonal and networking skills, including an ability to interact well with a diverse population of multiple constituents' on- and off-campus.
5. Ability to be proactive and work independently, as well as collaboratively as part of a team.
6. Demonstrated experience using office automation.
7. Working knowledge of social media and recent versions of Microsoft Word, Excel and Outlook.
8. Ability to drive to off campus locations.
9. Ability to travel nationally for extensive periods of time.
10. Ability to work some evenings and weekends as needed for travel and special events.

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

Experience: Must have at least six years of admissions experience in positions with increasing responsibility.

Licenses/Certifications: Must have a valid driver's license and a driving record acceptable to the Colleges' insurer.

Preferences: Preference will be given to individuals with work experience at a private, liberal arts college.

Other Requirements: None.

Working Environment: Work is performed in an office setting with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. May occasionally work outdoors for events and activities. Travel locally and nationally, by automobile and airplane, respectively.

