



# JOB POSTING

<b>Position:</b>	<b>Director of Admissions</b>
<b>Department:</b>	<b>Enrollment Services</b>
<b>Reports to:</b>	<b>AVP for Enrollment Services</b>
<b>Position Status:</b>	<b>Exempt</b>

**Summary of Responsibilities:** The Director of Admissions provides direction for all admission and recruitment activity for the traditional undergraduate program. The Director plans and directs all programs designed to enhance the college's recruitment efforts among high schools and two-year colleges including minority student recruitment efforts. The Director develops and monitors communications used in the recruitment process and serves as a member of the Enrollment Services team, reporting to the Assoc. Vice President for Enrollment.

**Essential Responsibilities:** (These essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation.)

- A. Goals and strategy:** Assist in the establishment and implementation of short-and long-term enrollment goals, objectives, strategic plans, policies, and operating procedures; monitor and evaluate programmatic and operational effectiveness, and effect changes required for improvement. Assist in the area of enrollment planning.
- B. Territory/prospect management:** Recruit students from a small geographic territory. Includes developing and maintaining relations with high schools, churches, two year colleges, and alumni within the assigned geographic region. As a result, day long and overnight travel will be required.
- C. Territory/travel planning:** Oversee coordination of recruitment travel for the department. Includes assignment of territories, travel schedules, and reporting of the same.
- D. Campus visit program:** Provide vision and direction for the campus visit program; includes daily visits, discovery days, open houses and other on and off-campus recruitment events.
- E. Communication:**
  - 1. Develop and implement communication plans that address the informational needs of prospective students and their parents that are timed with the various stages of the recruitment cycle.
  - 2. Work with the college's marketing department to develop the various letters and communication materials needed to promote the various programs and services offered by the college.
- F. Budget:** Develop and manage annual budgets for the department and perform periodic cost and productivity analysis
- G. Supervision:**
  - 1. Hire and supervise all admissions personnel in accordance with the college's mission, vision, and educational values and policies. This includes interviewing, hiring, training, planning, assigning and directing work, and coaching, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.
  - 2. Must have a mindset of mentoring employees under supervision. Should be able to lead in a way that sets a good example, promotes teamwork, and encourages a positive, efficient work environment.
  - 3. Supervise the coordinator of communications, ensuring that all communications are of high quality and consistent with the overall mission and vision of the college and are expedited in a timely manner.

**Qualifications-Minimum: Education** – Bachelor's Degree **Experience:** 4-5 years of experience that is directly related to the responsibilities as specified above. Strong written and verbal communication skills, particularly on the topic of the value of Christian higher education. **Skill/Abilities:** articulate your personal relationship with Jesus Christ, high level of professionalism and attention to detail, positive attitude and strong communication (written and oral) skills, maintain complete and accurate files and records on prospects, strong public speaking ability, operate a PC, maintain a driver's license and insurability status, availability to travel for extended periods of time away from campus, relate easily to high school students and their families, ability to utilize social networking sites in the recruitment process, and **Christian Commitment:** eligible candidates must be a thoughtful and articulate Christian and an active member of a Protestant evangelical church. Preference will be given to candidates who support and have an articulate understanding of the Reformed faith. The individual must understand and support the College's "Foundational Concepts of Christian Education" by expressing an evangelical Christian profession of faith and demonstrate the ability to integrate a Christian perspective in their work.

**Preferred: Experience** – 6-8 years of proven success in the profession of college admissions, including supervision of full/part-time staff, successful budget management and development and operation of a successful enrollment plan. Proven leadership in areas of supervision and other recruitment related activity. Demonstrated accomplishment of meeting enrollment goals with strong written and verbal communication skills, particularly on the topic of the value of Christian higher education.

**Application Process:** A completed employment application, resume and a letter which addresses the candidate's interest in this position and the specific skills and qualifications related to the position must be submitted in order to be considered for employment. Applications are available in the Human Resources Office located in the Old Main building on campus or can be downloaded at [www.geneva.edu/page/employment](http://www.geneva.edu/page/employment).

**Submit materials to:**  
Andrea Kamicker  
Geneva College  
3200 College Avenue  
Beaver Falls, PA 15010  
E-mail: [employment@geneva.edu](mailto:employment@geneva.edu)  
Fax: 724-847-6696