

# POSITION DESCRIPTION

## **DIRECTOR OF ADMISSIONS**

**Reports to: Vice President of Student Affairs**  
**Organizational Unit: Professional Staff**  
**Salary range: Support Director, Exempt, Full time**  
**Revision Date: June 2024**

### **I. Basic Purpose of Position**

The Director of Admissions is responsible for the development, implementation, and management of the admissions process to attract, enroll, and retain students at Labette Community College. The director oversees student life activities to foster a vibrant and supportive community for all students.

### **II. Essential Job Functions**

- A. Ability to coordinate student campus visits
- B. Ability to coordinate the Student Ambassador Program
- C. Ability to coordinate large-scale enrollment events on campus
- D. Ability to supervise Student Life Associate in programming and on-campus events
- E. Ability to coordinate and assign recruiting territory for admissions recruiter and director
- F. Ability to visit assigned high schools to develop and cultivate positive relationships with area high school administrators, prospective students, and counselors
- G. Ability to attend college days, nights, and college fairs in assigned area
- H. Ability to coordinate correspondence, with high school counselors, faculty, students, and parents throughout the year to keep all parties abreast of upcoming recruitment/enrollment events and dates.
- I. Ability to recommend for hire, train, and evaluate staff
- J. Ability to plan and develop admissions communications program including recruiting materials, direct mail, email, telephone, recruitment software, and advertising, in cooperation with appropriate administrative staff and agency personnel
- K. Ability to establish procedures for processing admissions records of prospective students in the Jenzabar system
- L. Ability to follow up on leads, contact cards, and applications from prospective students by telephone, e-mail, and letters using data from contact cards and College Planning Conference (CPC) leads
- M. Ability to monitor the processing of applications from assigned students in the Jenzabar system
- N. Ability to manage the admissions module within the Jenzabar system
- O. Ability to prepare an annual budget for the Admissions and Student Life departments and supervise expenditures by staff members
- P. Ability to serve as a member of student affairs and college committees, including chairing the Recruiting Strategic Enrollment Management subcommittee and serving on the Strategic Enrollment Management steering committee

- Q. Ability to coordinate with Cardinal Jumpstart Coordinator in planning and implementing concurrent and dual credit enrollment
- R. Ability to assist the dean of enrollment management and vice president of student affairs in planning and coordination of promotional and administrative assignments including the divisional website
- S. Ability to serve as a Campus Security Authority and complete annual training
- T. Ability to follow all LCC policies and procedures
- U. Ability to complete other tasks as assigned
- V. Ability to maintain regular and timely attendance

### **III. Consulting Tasks**

- A. Financial Aid personnel
- B. Program directors
- C. Cardinal Jumpstart Coordinator
- D. Area high school personnel, students, and parents
- E. Other college/university professionals with similar responsibilities
- F. Consult regularly with VPSA regarding plans and activities.

### **IV. Supervises the Following Staff**

- A. Admissions recruiter
- B. Admissions associate
- C. Student Life associate
- D. Student ambassadors

### **V. Required Knowledge, Skills, and Personal Qualifications**

- A. Excellent verbal and written communication skills.
- B. Familiar with computer software.
- C. Ability to relate to traditional and nontraditional students.
- D. Strong organizational abilities
- E. Strong event planning abilities
- F. Goal-oriented with strong leadership skills
- G. Supervisory skills to motivate and direct staff
- H. Ability to work effectively with minimal supervision
- I. Valid driver's license

### **VI. Preferred Experience**

Two or more years' experience in Student Affairs in admissions, advising, or student life.

### **VII. Educational Background**

Bachelor's degree required.

### **VIII. Working Conditions/Environment**

- A. Busy office conditions at times with occasional evening and weekend hours required
- B. No office windows
- C. Travel required, including some overnight travel, especially during mid-September to mid-November and mid-January to mid-March as well as other times as career fairs, college planning conferences, and high school visits are needed.