



Director of Admissions

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

Required Qualifications include a Bachelor's degree and valid driver's license, excellent verbal and written communication skills, familiarity with computer software, ability to relate to traditional and nontraditional students, strong organizational skills, event planning, and leadership skills.

Preferred Qualifications include experience of two years or more working in student affairs in admissions, advising, or student life.

Flexible work schedule with main working hours to be a 4-day work week Monday to Thursday. Excellent benefits such as vacation, sick leave, paid LCC tuition for employees and dependents, Kansas Public Employment Retirement System (KPERs), KPERs 457, 403B with matching plan, and the State Plan of Kansas insurances that includes medical, dental, and vision for employee and family. Supplemental insurances are also offered.

The salary range is based on education and experience to begin at \$40,000 annually. This is a full-time, non-exempt position. The position remains open until filled. Review of applications will begin July 8, 2024.

Send an LCC application found at www.labette.edu/hr, a letter of interest, a resume, and an unofficial transcript to the Director of Human Resources, Labette Community College, 200 S. 14th, Parsons, KS 67357, fax 620-421-0180, or email hr@labette.edu.

EOE

Labette Community College is committed to a policy of educational equity. Accordingly, the College admits students, grants financial aid and scholarships, and conducts all educational programs, activities, and employment practices without regard to an individual's race, color, religion, gender identity, sexual orientation, national origin, age, marital status, ancestry, genetic information, or disabilities as required by Titles VI, VII, IX, and section 504 of the Rehabilitation Act of 1973. Inquiries should be directed to: Director Human Resources, Labette Community College, 200 South 14th Street, Parsons, KS 67357. Telephone (620) 421-6700 extension 1234, e-mail hr@labette.edu