Job Title: Admissions Director

JOB SUMMARY

The Admissions Director is responsible for planning and managing admissions activities of new and re-entering students of a technical college.

MAJOR DUTIES

- Plans and manages activities of admissions of all new and re-entering students;
- Manages and oversees financial/budget operation of the department;
- Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
- Develops and/or assists with the development of policies and procedure and recommends changes to effectively meet the goals and requirements of the program;
- Maintains knowledge of assigned program area and gives updates to management on services, operations, and projects;
- Evaluates employees at scheduled intervals upon reviewing of all relevant information;
- Maintains up-to-date with policies, procedures, and state or federal laws that may impact department initiatives;
- Conducts regular evaluation of services provided and makes adjustments as needed;
- Develops and implements comprehensive recruitment plan;
- Assists in marketing and public relations activities;
- Directs processing of student applications for acceptance and admission into regular programs and special needs;
- Oversees student testing activities;
- Provides information by telephone, written correspondence and in person to interested parties regarding application procedures and admissions requirements;
- Develops and maintains working relationships, communications and contacts with staff as well as other agencies, consultants, legislators, general public, etc. Promotes good public relations;
- Assists with the design and execution of special events, projects and activities.

COMPETENCIES

- Knowledge of admissions requirements and admission testing
- Knowledge of TCSG admission requirements and procedures
- Knowledge of student information system
- Knowledge of community and service delivery area
- Leadership skills
- Organizational skills
- Skill in interpersonal relations and in dealing with the public
- Marketing and recruitment skills
- Decision making and problem solving skills
Oral and written communication skills

MINIMUM QUALIFICATIONS

Baccalaureate Degree from regionally accredited college or university in closely related field to position *and* Three (3) years of experience in a post-secondary institution

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.