Job Description

Position: Director of Admission
Full Time—12 Months

Reports to: Vice President for Enrollment Management

General Statement of Duties:
The Director of Admissions is responsible for managing and directing the day-to-day operations of the Admissions Department, directly supervising Admissions staff and actively participating as an admissions team member in student enrollment. The Director works with the Vice President to develop recruitment strategies relative to meeting enrollment goals.

Education/Experience:
- Bachelor’s degree required. Master’s degree preferred.
- Minimum 5 years relevant experience in higher education admissions
- Demonstrated ability to develop strategic initiatives and priorities for a team
- Proven leadership and management skills

Essential Functions and Responsibilities:
- Serve as a voting member of the Admission Committee, a resource person to the Enrollment Management Council and as a member of the Scholarship Committee
- In conjunction with the Vice President for Enrollment Management, prepare and adhere to the annual office budget, established by the college budgeting process
- In conjunction with the Vice President for Enrollment Management, coordinate the establishment for both long and short range overall and new student enrollment goals
- Provide leadership and coordination of admission office travel and telemarketing. Provide support with mailing, publications, advertising and campus visit programs
- Assist the Vice President and the Director of Student Financial Services in the development of financial aid and scholarship strategies
- Supervise the admission counselors and travel representatives. Coordinate some admission office professional development and direct other personnel issues
- Represent the college at college fairs and other student recruitment related events where necessary. Speak on behalf of the Vice President on on-campus gatherings when necessary.
- Coordinate student recruitment within a specific geographical region
- Serve as Admission Committee secretary, communicating all actions to applicants and significant others in the admission process
- Perform other duties as requested by the Vice President for Enrollment Management

Qualifications:
- Excellent written and oral communication skills.
- Diligent attention to detail and organizational abilities.
- Strong desire to work collaboratively with faculty colleagues and a broad spectrum of institutional constituencies.
- Knowledge of computer systems, word processing, databases, and spreadsheets.

Interested applicants should forward a letter of introduction, resume, three references, and a statement of Christian commitment to:

Human Resources Department
Houghton College
Houghton, NY 14744
jobs@houghton.edu
(Application materials preferred via email)