

Allen College seeks to hire a Director of Admissions

Posting ID # 109198

The Director of Admissions reports to the Dean of Enrollment Management. The Director of Admissions provides leadership, supervision and direction for the admissions and recruiting team. The team member is responsible to develop recruitment plans, direct recruitment activities, promote the College in a positive and professional manner, provide information on the changes and needs of the students to ensure Allen College's position in the educational marketplace and provide recruitment marketing materials; direct coordination of prospective and application files for admission consideration, make admissions recommendations and direct orientation programs for new students; and assist in meeting the mission and goals of the College through contact with students. The team member will actively participate as a team player and cross train in Enrollment Management department.

In compliance with the Clery Act, Allen College publishes an Annual Security report containing three previous years of crime statistics, institutional policies concerning campus safety, and a fire safety report. The report is available at <https://www.allencollege.edu/filesimages/Current%20Students/Safety/ASR%20Report%209-29-21%20-%20Final.pdf>. A paper copy is available upon request.

Education and Experience Qualifications

1. Master's Degree in higher education, student affairs or a related field.
2. Two years of experience in higher education with an emphasis in admissions and counseling and handling confidential records.
3. Ability to prioritize work and function under specific instructions within a structured time frame in a variety of job situations.
4. Excellent communication skills and the ability to interact effectively with others.
5. Able to handle large volumes of work with attention to accuracy and detail; able to work with interruptions.
6. Ability to schedule, meet and maintain routines and deadlines and maintain integrity of records.
7. Ability to anticipate problems and bring forth solutions.

Allen College is an Equal Opportunity Employer.

For more information, contact:

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Dean, Enrollment Management

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www.AllenCollege.edu

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To apply:

Applicants can apply at <https://careers-unitypoint.icims.com/jobs/intro?hashed=-435623200&mobile=false&width=1000&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300> and search for posting ID # 109198.

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