

Post: Director – Admission

Qualifications & Skills required

- Master's degree in Business Administration, Marketing or relevant field
- 5+ years of experience in admissions or related field
- Experience in managing a team
- Strong communication and interpersonal skills
- Ability to work under pressure and meet deadlines
- Experience in developing and implementing admissions strategies
- Knowledge of admissions policies and regulations
- Experience in data analysis and reporting
- Ability to develop and maintain relationships with key stakeholders
- Experience in budget management

Job Description

1. The Director, Admissions leads and manages the Office of Admissions, including high school and community relations, recruitment and services, the campus visit program, and office operations.
2. Major responsibilities include the development, design, and implementation of strategic policies to support the University's goals for admissions.
3. The Director, Admissions is responsible for admission policy, supervision of applications processing, and leveraging of the customer relationship management (CRM) strategies.
4. The Director, Admissions chairs and is a member of university committees which coordinates campus-wide efforts for entering freshmen and transfer students.
5. The Director of Admissions oversees all aspects of admissions, recruitment and financial aid and will direct the admissions process from inquiry through enrollment.
6. The Director will lead a collaborative effort to develop and implement both short term and long-term recruitment strategies to ensure the University meets enrollment objectives.