Notice of Vacancy

Academic Affairs-Enrollment
DIRECTOR OF ADMISSIONS
Non-Unit Professional
Deadline

GENERAL SUMMARY:
Under the direction of the Dean of Admissions & Student Success, the Director of Admissions will shape and implement the comprehensive strategy for the College's recruitment initiatives. The Director of Admissions is responsible for the efficient and effective day-to-day operations of the Admissions office, planning, initiating, and directing of all admission activities.

The Director of Admission will work closely with the Advising, Financial Aid, Registrar's Office, Advancement & Community Engagement Department, Single Stop Office, and supervise the Admissions office and staff. The Director of Admission will coordinate a wide-range of students’ services in the Enrollment Center, which is created to offer excellent customer service and promote students' success on campus. The Director of Admission is committed to providing friendly, confidential and timely assistance in a variety of convenient ways to all students. The Director of Admission will communicate and work with Admission staff members to answer students' questions. This position will be a part of the Enrollment Team. In addition, the person in this position conducts essential on and off-campus recruiting in support of the college enrollment plan. Under the direct supervision of the Dean of Admission the incumbent will act as the liaison between the Admissions Office and the Registrar's Office, conduct outreach and recruiting. The candidate will be responsible for developing with the Dean of Admission a variety of reports that will be useful in the decision making process. Support the registration process, and complete special projects and assignments under the direction of the Dean of Admissions.

ESSENTIAL JOB FUNCTIONS:
* Drives the development and execution of a comprehensive recruitment plan that advances the regional, national and international enrollment growth for the college, including on and off campus events, telephone follow-up campaigns, student search, publication development, mail sequencing, advertising, recruitment travel, create alumnae in admission program, and application review.
* Participates directly in recruitment activities, presentations, applicant review and cultivation of guidance. Assigns geographic recruitment areas to the staff and oversees a small recruitment territory.
* Conduct information sessions, attend new student orientation, welcome students to campus during on campus events participates in and represents the college at college fairs, high schools and career fairs. Occasional evenings and weekends are required.
* Implements admission marketing and communication plan strategies for prospects applicants, and recruitment strategy for international students.
* Supervises the file review process of candidates, with attention to the expediting of applicant files and adherence to college admission standards.
* Collaborates with all campus offices including student life, athletics, and information technology, to ensure attainment of recruitment goals.
* Hires, supervises and sets individual and department goals for Admissions Office staff. Holds weekly meetings to review progress, set priorities and focus direction. Oversees training while identifying and supporting professional development opportunities for staff.
* Collects and analyzes admission statistics on a regular basis and identifies trends that advise the Dean of Admission on institutional marketing strategy to be incorporated within the annual Admission plan.
* Coordinate and participate in cross-functional-training activities between Admissions and the Registrar's Office. May conduct one-on-one training in registration module of Jenzabar.
* The professional candidate must demonstrate excellent skills in communication, decision making, problem solving, attention to detail, capacity to meet deadlines, organizational and planning ability, and knowledge in issues of importance in Admissions/or Registration of students.
* Prepares and manages the annual budget.

QUALIFICATIONS:
All candidates must have legal authorization to work in the United State

1. Bachelor's degree in education, advertising, counseling, guidance marketing, and or related field is required. Master's degree preferred.
2. Knowledge of advanced recruiting technology and strategies.
3. Sales and marketing experience a plus.
4. Excellent organizational, oral and written communication and interpersonal skills.
5. Ability to handle multiple projects with frequent deadlines in a fast-paced environment.
6. Strong computer skills including proficiency in Microsoft Office (Word, Excel, Access, PowerPoint)
7. Ability to plan, organize, and implement responsibilities effectively.
8. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.

SUPERVISION RECEIVED: Reports Directly to the Dean of Admissions & Student Success
SUPERVISION EXERCISED: Enrollment Management Counselors

Compensation:
Starting salary will be competitive and commensurate with experience and qualifications. The position includes a broad benefits package.

Application Deadline: We accept application until 5 PM on Friday May 29, 2015
To Apply:
To ensure full consideration, send your resume, a letter of interest, salary history, and three references, to:
Roxbury Community College
Search Committee – Director of Admissions
1234 Columbus Avenue
Roxbury Crossing, MA 02120
Email: jobs@rcc.mass.edu
For more information you may visit us at www.rcc.mass.edu or www.rcc.mass.edu/hr to find out more about employment at Roxbury Community College.

Appointment is subject to SORI (Sexual Offense Registry Information) background check, and a publicly accessible Massachusetts CORI (Criminal Offense Registry Information) background check.

Roxbury Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College’s Affirmative Action Officer/Title IX Coordinator, the Equal Employment Opportunities Commission or the United States Department of Education’s Office for Civil Rights.