



Director of Admissions

ESSENTIAL FUNCTIONS:

Provide strategic leadership for all areas of admissions and marketing operations at the Adler Graduate School, including:

1. Develop, implement, and maintain a strategic plan for recruiting and admissions with a commitment to student success, growing enrollment, and supporting diversity.
2. Represent the School in the community at recruiting events, undergraduate college visits, professional conferences, and wherever recruiting and marketing takes place.
3. Solidify ways to represent the school online, in web searches, and via social media.
4. Conduct ongoing market analysis and strategic response to changes through interpretation and application of institutional and external data.
5. Investigate and develop ways to meet enrollment goals and improve services to prospective and enrolled students.
6. Collaborate with the academic program and admissions personnel to develop plans to achieve targeted enrollment growth.
7. Form new and lasting relationships with undergraduate institutions.
8. Meet or surpass annual admissions goals through effective recruitment and marketing of AGS degrees and offerings.

EDUCATION: Bachelor's Degree required. Evidence of on-the job or professional training in areas of primary responsibility.

EXPERIENCE:

- 3 to 5 years hands-on experience in higher education admissions and recruiting.
- Familiarity with psychology or counseling is helpful.

REQUIREMENTS:

An individual must be able to perform each essential function satisfactorily to successfully carry out this job. The requirements listed below are representative of the knowledge, skills, and abilities necessary for this position. Reasonable accommodations may be made to enable individuals to perform the essential functions

- Meet education and experience requirements

- Commitment to current best practices and unyielding ethical practice
- Commitment to increasing diversity within the organization and to working with an increasingly diverse academic community and community at-large
- Commitment to community engagement/service
- Interpersonal skills that facilitate both internal and external relations
- Ability to work effectively with colleagues in a team-oriented atmosphere
- Regular supervisory meetings with Vice President for Academic Affairs
- Contribute to troubleshooting/problem-solving in areas of administrative responsibility
- Serve effectively as ambassador for AGS and its mission
- Evening and weekend hours may be required.
- Valid MN driver's license and vehicle.
- Other tasks as assigned

SKILLS:

- Exceptional oral and written communications skills including developing presentations and promotional materials.
- Technological knowledge and skills to function as a successful Enrollment Services professional.
- Strong understanding of the importance of research and data analysis
- Use of database, communications, and social media technologies
- Problem Solving-- Employs an analytical and creative approach to problem-solving while drawing on individual & collective skills, knowledge & experience.

ABILITIES:

- Ability to work in close collaboration with Information Technology to examine, evaluate, and make recommendations for technological innovations and technology-based services as they relate to online and traditional admissions and marketing (or enrollment management) functions
- Ability to create a communications plan that uses technological, interpersonal, and written approaches.
- Ability to develop effective reports to convey progress on admissions goals
- Ability to follow federal and state regulations are regarding student admissions and reporting

- Ability to provide regular supervision to and evaluation of those who are assigned to the Director of Admissions.
- Ability to interact positively and work effectively with others.
- Ability to maintain professional integrity by carrying out professional activities in an honest, professional and ethical manner. To engender a climate of trust and fairness in all dealings with students and colleagues within and outside the institution.
- Ability to engage in collaborative decision-making and consensus-building, including enabling stakeholders' involvement through the stages of collective solutions.

PHYSICAL/MENTAL DEMANDS:

Physical requirements include stooping, stretching, bending and ability to sit and stand for an hour at a time. Manual dexterity and visual acuity needed to operate normal office equipment such as a computer, telephone, and copier. Ability to lift, push, transport, and move up to 10 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions

ENVIRONMENTAL/WORKING CONDITIONS:

The work setting is an educational environment and involves frequent contact with prospective students, students, alumni, faculty, staff, and the public. Work may be stressful at times.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions

NON-DISCRIMINATION CLAUSE

Adler Graduate School (AGS) does not discriminate on the basis of race, creed, color, national origin, religion, sex, age, disability, sexual orientation, veteran status, marital status, familial status, public assistance, or local human rights commission activity in employment of faculty or staff, admission or treatment of students, or operation of educational programs and activities. AGS is committed to providing equal education and employment opportunities in accordance with all applicable Federal and State laws, including Title IX of the Education Amendments of 1972.

Full-Time (40 hours per week). compet

Adapted from American Association of Collegiate Registrars and Admissions Officers (AACRAO): Core Professional Competencies and Proficiencies, (<http://www.aacrao.org/resources/professional-competencies>)