

Director of Admissions

The Director of Admissions, acting under the direction of the Assistant Vice President of Enrollment Management, is responsible for operation of Admissions Office and leading the work of recruitment, reaching enrollment and budget goals, and file review of prospective students for Missouri Valley College.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide leadership for the admissions department. Supervise, manage, evaluate, select, hire, and train all regular and temporary Admissions personnel
- Develop, execute, and assess office policies, procedures and data processing systems of the Admissions Office
- Direct and oversee the marketing, recruiting and admissions program. Coordinate the admissions process, recruitment efforts and marketing efforts for the college.
- Development, manage, and adhere to the Admissions department budget, including accurate forecasting of needs
- Track and Report on admissions prospects, applicants, and admitted students. Monitor trends and respond to data
- Collaborate with internal and external groups/individuals on all matters related to Admissions and Recruitment
- Participates in Institutional Strategic Planning, Enroll Management, and Student Services Planning. Present the college with studies, reports, and analyses of admissions data as requested Perform any other related duties as required or assigned.

Major Competencies include: Leadership, Teamwork, Vision, Customer Focus, Respect, Honesty, and Open-mindedness.

Skills & Abilities: Excellent communication and managerial skills. Ability to formulate and articulate policies, procedures, expectations, and practices. Strong analytical, problem solving, mathematical/statistical, time management and organizational skills. Ability to use technology efficiently and appropriately.

MINIMUM QUALIFICATIONS:

- Bachelor's degree required with a major in a related field.
- One to three years' experience in an educational setting or related field preferred
- One to three years' experience in admissions, academic advisement, admissions recruitment, career counseling or related area preferred

- Demonstrated knowledge of the responsibilities and skill required to fulfill the position responsibilities.
- Demonstrated knowledge and skills in the use of a computer for word processing, data base management, and on-line student management
- Demonstrated effective communication skills, both oral and written.
- Demonstrated commitment to learning.
- Demonstrated commitment to the Liberal Arts College philosophy.
- Demonstrated commitment to assisting students, faculty and staff.
- Demonstrated effective interpersonal and communication skills.
- Demonstrated effective leadership and team building skills.
- Demonstrated effective organization skills.
- Demonstrated commitment to professional development.

PREFERRED QUALIFICATIONS:

- Three to five years' experience in an educational setting or related field preferred
- Three to five years' experience in a leadership/supervisory position in admissions, academic advisement, admissions recruitment, career counseling or related area preferred
- Master's degree in a related field
- Experience working at a Private Liberal Arts institution

Office hours are 8:00 AM-4:30 PM, however, nights and weekends are typical.

Salary commensurate with experience

Immediate application is encouraged. Position open until filled.

Please submit CV/resume, contact information for 3 professional references, and unofficial transcripts to Dr. Mindy Maddux, Assistant Vice President of Enrollment Management at madduxm@moval.edu