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| Job Title | Director, Admissions | Job Code | ES0138 |
| Pay Plan | A&P | Pay Grade | 20 |
| Union | Non-Union | FLSA Status | Exempt |
| Job Family | Enrollment Services | Union Code | 0 |
| | | Subfamily | Admissions |

Job Family & Subfamily Summary

Enrollment Services Professionals participate in activities related to academic admissions, registration, financial aid services, and orientation for current and potential university students.

Admissions Professionals recruit, evaluate, and participate in the selection of candidates for admission. Coordinate with all organizations and individuals involved in the admissions process. Advise applicants and parents about educational planning.

Job Summary

Leads engagement and development efforts as well as implementation of a strategic fundraising plan. Impacts the image of the university in the community and state and is responsible for cultivating and maintaining broad and reciprocal responsibility with key stakeholders throughout the university and external partners.

Representative Duties

1.
 - Works strategically with the Communications and Marketing team to develop and prepare marketing materials for distribution to College donors
 - Represents the College in developing, directing and executing facets of the annual Faculty and Staff Campaign as a critical component of the strategic fundraising plan
 - Plans, prepares and executes special events including golf tournaments and community partner events
 - Manages various event responsibilities, including logistics, marketing and promotion and securing sponsorships
 - Manages the successful implementation, deployment, and maintenance of College's interactive donor recognition program
 - Develops and drafts quarterly newsletters and communications with regards to charitable planned giving

| Education, Experience, Skill Requirements | | |
|--|-----------------|------------------|
| | Required | Preferred |
| Education Level | Bachelor's | Master's |
| Certification(s) | | |
| Licensure(s) | | |
| Work Experience | | |
| 8+ years of relevant work experience 3+ years of leadership experience OR 6+ years of leadership experience with a Master's Degree 3+ years of leadership experience | | |
| Additional Requirements | | |
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| Physical/Environmental Demands |
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| Standard office environment with no unique physical demands |

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.