

## Arizona Christian University

### Position Description

<b>Position Title:</b> Director of Admissions	<b>Date Updated:</b> 7/24/2017
<b>Reports to:</b> VP of Enrollment	<b>Department:</b> Admissions
<b>Direct Reports (if any):</b> Admissions Counselors and Admissions support staff	<b>FSLA Status:</b> Exempt/full-time
<p><b>Position Summary:</b> This position is responsible for managing, coordinating, and overseeing all aspects of the Admissions Department at Arizona Christian University with the aim of ensuring that the admissions team meets targeted goals by enrolling campus, evening and online students who meet institutional requirements. This position has a particular emphasis on database management and reporting, report generation and analysis, developing and executing strategies for undergraduate enrollment growth, college fair coordination, admissions team travel oversight, determining and monitoring phone call goals, development of print and electronic communication flow and communication piece content, coordinating admissions related marketing initiatives with the ACU Marketing Department, special events planning, management of the Admissions Department budget, oversight of student workers, making admissions decisions on applied students, working closely with the IT Department on issues related to admissions and MyACU student portal, serving as the main point of contact for admissions related vendors, and working to establish strong partnerships in the high school and church communities.</p>	
<p><b>Prerequisite Qualifications:</b></p> <p>A. Education: Baccalaureate Degree from an accredited institution required</p> <p>B. Experience and Requirements:</p> <ul style="list-style-type: none"> <li>A. Minimum of five years of experience in admissions or related field.</li> <li>B. Experience in recruitment, data base management and usage, and report generation</li> <li>C. Experience in database implementation</li> <li>D. Experience managing a team of individuals</li> <li>E. Experience managing large budgets</li> <li>F. Experience managing travel schedules</li> <li>G. Experience setting and executing goals and strategies</li> <li>H. Commitment to ACU's faith statement, mission, and purposes; with a desire to be a role model for students through an active Christian faith.</li> </ul>	
<p><b>Duties, Tasks, Responsibilities (List as many categories as necessary):</b></p> <ul style="list-style-type: none"> <li>A. Provide leadership in the Admissions Office, troubleshooting problems and providing guidance to other Admissions Office personnel</li> <li>B. Work collaboratively on short and long range institutional goals, objectives, policies, and operating procedures; suggest and initiates changes required for improvement</li> <li>C. Manage database to track prospective students</li> <li>D. Assist in development of collateral materials and web presence pertaining to admissions/recruitment.</li> <li>E. Oversee initiatives to facilitate relationships with high school guidance counselors</li> <li>F. Assist in planning admissions events and serves as the Admissions Office representative on the Special Events Committee</li> <li>G. Provide direction to student workers</li> <li>H. Train new departmental hires</li> <li>I. Monitor call reports to ensure timely communications between admissions team and prospective students</li> <li>J. Oversee processing and quality control of student application files</li> <li>K. Serve as Admissions Office representative at Jenzabar Module Manager Meetings</li> <li>L. May serve on various committees providing admissions representation as needed</li> <li>M. Serve as chair of the admissions committee</li> <li>N. Present to large crowds and diverse audiences on Arizona Christian University and the admissions process</li> </ul>	

- O. Serve on Enrollment Leadership Team with VP of Enrollment, Registrar, and Director of Financial Aid
- P. Serve as main point of contact for the Arizona School Counselors Association
- Q. Perform other duties and assignments as directed

**Working Conditions:**

- Some evenings and weekends required during peak registration times.
- Predominately works at desk/computer workstation.
- Lifts, carries or otherwise moves and positions objects weighing up to 30 pounds.
- Frequently moves about the office to collaborate with colleagues.
- Must be able to walk, stand, and sit for long periods of time.
- Must be ability to read, speak, and communicate with potential students, parents and co-workers.