JOB DESCRIPTION

POSITION TITLE: Associate Director of Admission/ Director of Hatter Alumni Recruitment Team (HART) Program

JOB CLASS: Staff

SUPERVISOR: Director of Admission

CLASSIFICATION: Full Time

LOCATION: DeLand

SUPERVISORY: Yes

DEPARTMENT: ADMISSIONS

POSITION OVERVIEW:
The Associate Director is responsible for several key functions in the Admissions Office. This position oversees the Campus Visit Experience, the coordination and planning of all on campus and off campus events hosted by the Office of Admission, and to help assist Office of Alumni Engagement in increasing alumni engagement and involvement through recruitment initiatives. This person also serves as the point person for verifying legacy student who are eligible for the legacy scholarship. This position directly supervises the Campus Visit Team, which consists of the Campus Visit Coordinator and the Admissions Receptionist. This position also supervises the Student Ambassador Program.

Ideal candidates must be a naturally persuasive, creative problem solver who thrives in an upbeat environment with non-standard and varied working hours. A self-motivated, enthusiastic, goal-oriented individual with superior presentation, organizational, and interpersonal skills and will have demonstrated ability to follow direction, problem solve, manage multiple priorities and meet goals.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
The qualifications and skill requirements for this position include:
(May be narrative or bullet points)

- Bachelor's degree from a four-year college or university required, Master’s Degree preferred.
- Experience in recruitment, marketing, retail, and other business-like environments is required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
The essential job functions and responsibilities (please note that any physical requirements should be listed as a part of relevant essential functions, i.e. lifting requirements, equipment operations, etc.):
(Add bullet points as needed)

- Availability for evening and weekend work, extensive phone use and telemarketing, travel, and directive counseling for individuals and groups.
- Must become knowledgeable about all aspects of Stetson University including academic programs, campus events and activities, orientation, athletics, housing, financial aid, billing, college policy, and important dates.
• Supervise and lead the Campus Visit Team which handles all aspects of the daily visit. This includes but is not limited to daily information sessions and tours, shadow visit and overnight program, large group visits, and special tours for new faculty or distinguished guests.

• Interview, select, train and mentor 60 students to serve in a student leadership position of Student Ambassador for the university. These students provide daily tours of the university, escort prospective students and special guests around campus, work all special events and conduct daily outreach via phone contact.

• Plan, create, and implement all programming for prospective new students and their families through the Office of Admission including but not limited to Open Houses, Discovery Day, Transfer Fast Track Days, First Year Fast Track Days, Science Exploration Days, Accepted Student Receptions, Off to School Parties, and Hatter Saturday.

• Work in conjunction with the Office of Alumni Engagement to run the Hatter Alumni and Recruitment Team (HART) Program. Develop and institute new initiatives to maximize efficacy of alumni involvement in admissions. Recruit and train new alumni as well as communicate with current alumni and parent volunteers.

• Performs other site and position specific functions as assigned.

ROUTINE DUTIES AND RESPONSIBILITIES:

• Monitor and oversee all front facing, daily operations out of the Office of Admission. This includes managing individual and group visitors, managing daily call volume, scheduling of student staff for tours, and scheduling of recruiters for daily information session and online instant chat coverage.

• Work with both the Office of Financial Planning and Office of Alumni Engagement to qualify and verify legacy applicants for eligibility for the legacy scholarship.

• Work closely with the Director of Admission to ensure that daily functions and responsibilities are being carried out by our admissions staff.

• Work collaboratively with staff, faculty, alumni, parents, and students to ensure that the Office’s extensive event calendar is planned and executed.

• Serve as a Co- Chair for the Enrollment and Transitions Committee. This committee works collaboratively with campus partners to ensure new students have a successful transition into Stetson University.

• Other duties as assigned.

WORKING CONDITIONS: Requires some physical effort, i.e., some standing and walking, frequent light lifting (5-10 lbs.); some carrying moderate weight (12-20 lbs); and the operation of office equipment in which manipulative skills and eye-hand coordination are important ingredients of productive operations. Tasks may involve extended periods at a keyboard; perceptual demands for sound, form, texture and depth.
APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.