POSITION OVERVIEW:
The Director of Admissions will maintain a key leadership position within the senior management of the organization and be responsible for the administration and oversight of all daily operations in admissions, including and not limited to recruiting, processing and administrative operations.

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

The ideal candidate will demonstrate enthusiasm for working in a fast-paced, high-volume environment where innovation, resourcefulness, and fresh ideas are prized, along with collaboration, teamwork and good humor. Candidates should have exceptional staff and time management skills and a minimum of five years of progressively responsible experience in college admissions. The ideal candidate will be well-organized, comfortable with data and research, able to manage multiple priorities and exhibit grace under pressure. Superior communication skills are expected, as is the ability to utilize current recruitment software and other technology. Experience with SCT Banner Hobson’s Connect or Technololutions Slate will be a plus. A master’s degree is preferred. Responsibility entails duties related to the administration of enrollment for student-athletes and to ensure compliance with NCAA rules and regulations. Experience with Recruitment software and SCT Banner desirable, as well as Microsoft Office product knowledge. Other duties as assigned.

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)

- Administer and coordinate all phases of student recruitment. Supervise admissions staff under the umbrella of Enrollment Management. Plays a critical senior-level leadership role with the Undergraduate and Graduate Admissions Office and manages a talented staff. He/She will perform statistical analysis as needed for the purposes of research or to help project yield models. This person works closely with parents, students, counselors and school officials, campus partners, academic departments, and external constituents to meet the short and long-term goals of the
POSITION TITLE: DIRECTOR OF ADMISSIONS

Office of Admissions. He/she will assist in efforts to recruit a diverse student population. Assist in the awarding of students’ financial aid. The Director of Admissions manages and participates in the strategic planning and implementation of recruitment programs and activities, marketing plans, technology, and office goals that encompass the recruitment of freshmen, transfers, international students, graduate students and underrepresented students and the review of their applications. This person serves on University committees and takes an active role in professional organizations. The ideal candidate will be highly motivated, goal-oriented, attentive to detail, well organized, able to manage multiple priorities and work well under pressure. This position at the University entails duties related to the oversight of or responsibility for admission, certification of academic eligibility, and/or administration of financial aid for student-athletes. Stetson University is a member of NCAA Division I and of the Atlantic Sun (A-Sun) Conference and is, therefore, obligated to comply with NCAA and A-Sun rules and regulations. As such, compliance with Atlantic Sun Conference and NCAA rules in performance of these duties is paramount. Violation of these rules may result in disciplinary and/or corrective actions.

- Performs other site and position specific functions as assigned.
- Weekend and evening hours are required.

ROUTINE DUTIES AND RESPONSIBILITIES:

Detail the routine daily tasks and responsibilities:
(Add bullet points as needed)

1. Hiring, training and evaluating the performance of the Admissions recruiting
2. Directs all undergraduate and all graduate (excepting Law school) recruiting activities for the university.
3. Ensures timely communication and partners with Director of Operations to manage all relations and timelines with Marketing department related to marketing materials.
4. Develops and manages the budget for admissions.
5. Serves as an ex-officio member of the faculty Admissions Committee and coordinates with the VP in advising and assisting that committee in their duties of establishing and implementing undergraduate admissions policy.
6. Represents the Admissions office at special functions.
7. Initiates, reviews and recommends to the Vice President all policies and procedures affecting undergraduate admissions after consultation with the faculty, academic Deans and other administrative offices. Implements all officially approved policies of the Office of Admissions.
8. Informs the faculty of developments and trends in the general areas of college admissions in light of their potential effects on the enrollment at Stetson University. Provides academic and demographic profiles on new students. Supports faculty, academic Deans and the Office of Campus Life in the development and implementation of the academic advising program.
9. The position at the University entails duties related to the oversight of or responsibility for admission, certification of academic eligibility, and/or administration of financial aid for student-athletes. Stetson University is a member of NCAA Division I and of the Atlantic Sun (A-Sun) Conference and is, therefore, obligated to comply with NCAA and A-Sun rules and regulations. As such, compliance with Atlantic Sun Conference and NCAA rules in performance of these duties is paramount. Violation of these rules may result in disciplinary and/or corrective actions.
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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.