OFFICE OF ADMISSIONS
DIRECTOR OF ADMISSIONS

FULL-TIME: 12 month position with benefits

BASIC JOB DESCRIPTION: 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: A Master’s degree is preferred. 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 will be a plus. 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.

ESSENTIAL JOB FUNCTIONS: 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 Admissions Office and manages a talented staff. The Director of Admissions 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 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, 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, and 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 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. Other duties as assigned.

WORKING CONDITIONS: Position reports directly to the Vice President for Enrollment Management. Extensive travel by air and automobile, both in and out of state; long working hours; perceptual demands for sound, form, depth; and repetitive lifting of printed materials and presentation equipment. This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position; employees will be required to perform other job-related duties requested by their supervisor; all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

TO APPLY: Please submit an official Stetson University application form and/or resume to the Office of Human Resources, Stetson University, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 or EMAIL: humres@stetson.edu. Please include three professional references and salary history. EOE

Stetson University, an equal opportunity employer, affirms the values and goals of diversity and strongly encourages the applications of women and candidates from historically underrepresented groups.