

POSITION DESCRIPTION

TITLE: Assistant Director of Admissions for Transfer – (Exempt)

Collective Bargaining - Ineligible - Managerial

Definition - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

Reporting to the Director of Admissions, the Assistant Director of Admissions for Transfer is responsible for recruiting and enrolling students who meet the college's enrollment goals. S/he will develop and implement a recruitment plan that will meet the college's enrollment goals for their assigned territories, and specific areas of responsibility. The plan will include a range of events, including secondary school and community college/ 2-year school visits, college fairs, counselor events, etc., that are designed to effectively recruit and enroll qualified prospective students, as well as engage their families, counselors and other stakeholders in the recruitment process.

In addition to an assigned recruitment territory, the Assistant Director will effectively coordinate transfer and military veteran student recruiting efforts. In this s/he will work closely with on campus colleagues and off campus organizations to ensure that St. Mary's recruitment and enrollment programs, policies and procedures meet the needs of these populations.

The Assistant Director will have strong verbal and written communication skills. S/he will be a creative thinker and highly energized to apply their intellectual curiosity, competitive spirit, strong character and desire to positively contribute to office welfare as they bring innovation and excellence to this role. Some evening and weekend hours required. Six to eight weeks of recruitment travel per year.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- Develops, schedules and implements a comprehensive recruitment plan for their assigned territories/populations including, visits to high schools, community and two-year colleges, college fairs, counselor and other programs as appropriate.
- Counsels and interviews prospective students, conducts recruitment presentations, evaluates applications for admission, serves on campus-wide committees.

Position Description

Assistant Director of Admissions for Transfer

Page 2

- Communicates with prospective students, their families and other stakeholders in the recruitment and enrollment process in an effective and timely manner.
- Assists in the planning and conducting of numerous on-campus-recruiting events geared toward transfer students/transfer days, military veterans and transfer counselors as part of a state-of-the-art comprehensive recruitment plan.
- Recommends, proposes, and conducts programs for transfer counselors.
- Conducts group information sessions with prospective students and their families.
- Conducts on and off campus interviews with prospective students to increase interest in St. Mary's College of Maryland as well as determine their fit with the qualities of a St. Mary's education.
- Reviews, assesses, and processes applications for admission and participates in admission committee sessions.
- Reviews, corresponds, and recommends admission on all transfer candidates.
- Works closely with the Registrar's office in reference to transfer articulation agreement and transfer credit evaluation, and other offices as necessary to ensure excellent service for transfer applicants.
- Contributes to the development of multi-channel communications for assigned populations.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree. Master's degree desirable.
- Experience: Three years' experience in admissions counseling or equivalent experience.
- Must have a valid driver's license and eligible to drive leased automobiles.
- Working knowledge of various computer software packages; i.e., word processing, spreadsheet applications, and data base management.
- Strong oral and written skills are essential.
- Ability to articulate the mission of St. Mary's College as a public honors college to external audiences.
- Ability to work effectively with diverse groups of people.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.