Assistant Director of Admissions

Franklin College has a full-time opening in the Office of Admissions for an Assistant Director of Admissions. This position will play a critical role in supporting Franklin College in reaching its enrollment goals and will engage in all phases of the transfer admission process including but not limited to recruiting, reviewing applications, and representing the College through regular travel at events such as college fairs, high schools visits, and other events. This position will assist in the ongoing planning, development and implementation of the transfer recruitment strategic plan. The individual in this role must be able to work across the campus community and effectively collaborate with partners in 2-year colleges across Indiana and beyond in order to support existing and future partnerships. This position also maintains a freshmen recruitment territory. The Assistant Director of Admission must be able to provide excellent customer service, be flexible, visionary, creative and energetic and, possess a demonstrated capacity to lead and be a team player. This is a full-time, 12-month exempt position reporting to the Director of Admissions.

RESPONSIBILITIES

- Guides students through the admissions process by providing accurate information, outreach, & support.
- Develops relationships with prospective students and their parents, as well as alumni, secondary school, 2-year and community college contacts to promote the college and support enrollment.
- Effectively manages territory including developing and implementing a plan for conducting travel to community colleges, transfer fairs, high school visits and other recruitment programming activities to achieve enrollment targets for the assigned territory.
- Assists in the planning, development, and implementation of the transfer recruitment strategic plan
- Collaborates with other campus departments, services, and external partners to support special populations, enrollment programs, and partnerships in support of transfer student enrollment.
- Manages recruitment programming and events for assigned transfer & freshmen student populations.
- Regularly utilizes technology and systems to support admissions & recruitment processes, operations, and data management.
- Reports, tracks, and monitors key enrollment information for assigned territory.
- Manage multiple tasks and adapt to changing assignments and priorities as assigned.
- Follow and abide by all safety rules and regulations.
- Regular attendance and timeliness.
- Other duties as needed or assigned.

QUALIFICATIONS

- Bachelor's degree required; Master's degree preferred
- 2 years' experience in admissions, academic/student support, recruitment, or other transfer student related administrative support positions
- 3 years' experience in general office preferred
- Excellent verbal, written and interpersonal skills
- Proficiency with Microsoft Office Suite including Outlook
- Ability to adapt in a quickly changing environment
- Valid Motor Vehicle Driver's License required

APPLICATION PROCESS

Excellent benefits package including: health, life and disability insurance, paid vacation, sick and holiday time, retirement plan, and full tuition benefits for employees and their family. Review of applications will begin immediately and continue until the position is filled. Applications should be submitted electronically (MS Word or Adobe PDF) and should include cover letter, resume and three professional references. – **Click link to apply for position** here **or go to** employment opportunities at FranklinCollege.edu.

Contact Human Resources with additional questions.

Franklin College
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Franklin, IN 46131
humanresources@FranklinCollege.edu
www.FranklinCollege.edu

Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals' abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College's policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participating in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.