



## **Director of Admissions**

Franklin College has an opening for a Director of Admissions responsible for meeting the annual enrollment goals of a specific recruitment region. Recruiting prospective students, presenting information to students and families at high school visits and college fairs. Providing oversight of enrollment strategies, and supervision of student interns. This is a full time, salaried, exempt position, reporting to the Vice President of Strategic Enrollment Management and Marketing.

### **RESPONSIBILITIES:**

- Develop and implement admissions best practices and strategies to build a diverse and talented applicant pool and incoming class
- Create a goal-oriented, customer-service driven culture within the admissions department that promotes teamwork and focuses on hitting enrollment targets
- Continue the implementation of CRM system and building reports to track historical trends for efficient recruitment of students
- Supervise and provide coaching, planning and support to admissions team
- Ensure the admissions team is following standard practices, policies and procedures
- Recruit, hire, train, develop, evaluate and reward the performance effectiveness of the admissions team
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; and participating in professional organizations
- Serve on appropriate committees and attend meetings across campus as needed
- Collect and analyze input from prospective students, their families and other constituents to improve processes and services
- Compile information and reports as needed
- Develop relationships with community leaders, educators and community organizations to expand and enhance awareness of Franklin College
- Ensure the coordination and planning of on & off campus recruiting events
- Follow and abide by all safety rules and regulations;
- Regular attendance and timeliness;
- Other duties as needed or assigned

### **REQUIREMENTS:**

**EDUCATION/LICENSING:** Bachelor's degree in related field required; Master's degree preferred

**EXPERIENCE:** Minimum 7 years of successful recruitment and management experience required; experience in a small liberal arts college preferred



**REQUIRED KNOWLEDGE, SKILLS, or ABILITIES:**

- Ability to develop and implement strategy, effectively plan, develop and accomplish goals, as well as meet deadlines
- Effective public speaking, training and presentation skills
- Demonstrated positive organizational skills
- Ability to work accurately and effectively with technology systems – preferred; Slate CRM
- Strong budget and fiscal management
- Ability to analyze and maintain data and communicate to campus community effectively
- Demonstrated ability to work effectively with people of diverse backgrounds, promote a positive working environment, spirit of cooperation
- Positive reactions to change and conflict resolution
- Excellent interpersonal, communication and presentation skills, both written and oral that transcend diverse audiences
- Demonstrated ability to communicate effectively and relate well to students, parents, faculty, staff, and others while maintaining appropriate confidentiality
- Must be highly motivated and solution oriented with a high degree of integrity, ethics and dedication to the mission of the College
- Moderate travel, including overnight stays
- Ability and availability to work an irregular schedule, evenings or Saturday as needed, additional hours during peak times or as required

**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. Interested candidates should submit a complete application including cover letter, resume and three professional references. – **Click link to apply for position here** – [Franklin College Staff Application](#)

Contact Human Resources with additional questions.

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[www.FranklinCollege.edu](http://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.*