



Savannah State University Position Description -

POSITION DESCRIPTION:

Position Title: Director of Admissions & Recruitment

FLSA Status: Exempt

Reports to: Dean of Enrollment Management

Department: Office of Admissions

Date Prepared: 06/01/2007

BASIC FUNCTION

Develops and implements internal and external recruitment activities, public relations, marketing and communications, as related to student admissions and recruitment. Coordinates with University departments to involve them in these activities. Implements University policies and guidelines for Admissions. Responsible for the management of Admissions application processing and communications.

NATURE & SCOPE

The Director of Admissions & Recruitment supervises the Assistant Director, Recruiters, Admissions Specialists, Data Entry Clerks, Transfer Specialists, Administrative Assistants and Student Assistants.

PRINCIPAL ACCOUNTABILITIES

The Director of Admissions and Recruitment is responsible for:

1. Coordinating, developing, and implementing University recruitment and communication plans with the Dean of Enrollment Management . Student recruitment activities include, but are not limited to: visiting high schools, community agencies, civic organizations, and businesses, and organizing university fairs.
2. Evaluating applications for admission to the University assuring that minimum admissions requirements are met.



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3. Overseeing Admissions Office operations including applications processing and communications.
4. Incorporating USG initiatives in the recruitment process, ensuring a system is established to track and monitor students.
5. Coordination of Joint Enrolled/ACCEL program.
6. Overseeing international student application processing including I-20's, SEVIS reporting, status reports, etc.
7. Monitoring the annual operating budget for the Admissions Office.
8. Supervising and evaluating staff.
9. Implementing and monitoring systems through established admissions policies and procedures.
10. Monitor applications via statistical reports and developing follow-up strategies designed to increase student yield.
11. Initiating the development and review of Admissions materials; such as, written correspondences, electronic communications, admissions applications, admissions publications, etc.
12. Assisting in other areas of Enrollment Management as required, and working collaboratively with the other staff members.
13. Complying with USG policies and procedures, and serving as the residency classification administrator.
14. Actively supporting the teaching and learning processes, and working to create and support a student-centered environment.
15. Working actively with other areas of the University to ensure a spirit of university-wide collaboration, collegiality, civility, and teamwork.
16. Embracing and supporting the principle that "diversity is everybody's business" through the daily performance of duties and responsibilities.
17. Providing flexible, responsive, and high quality customer service to all clients: students, community, faculty, and staff; and continuously assessing and revising processes and procedures to comply with University, USG, State, and federal requirements, and national standards for admissions and recruitment operations.



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18. Performing other duties as assigned.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

MINIMUM QUALIFICATIONS:

1. Bachelor's degree (master's degree preferred).
2. At least five years experience in an Admissions Office.
3. Experience supervising classified and professional staff members, strong supervisory skills, and the ability to interact effectively with diverse student populations.
4. Knowledge of Microsoft Office applications.
5. Experience working with an integrated student information system.
6. Excellent interpersonal, communications, and organizational skills, and public speaking experience.
7. Proven ability to manage and lead staff to inspire teamwork and achieve established goals.

PREFERRED QUALIFICATIONS:

1. Admissions experience in a four-year university setting.
2. Experience working with the Sungard Banner student information system.
3. Experience with electronic communications and recruitment.
4. Strong technology and technical skills.