



Reformed University Job Description - Director of Admissions

OCCUPATIONAL SUMMARY:

This position generally manages and supervises all and any related to the given tasks of Office of Admissions. Director of Admissions directs programs and activities involved with recruitment and selection of applicants for admission in degree programs of the University, and manages recruiting information and promotional material. He/She also performs a variety of clerical activities involved with greeting and screening visitors, screening and referring telephone calls, scheduling appointments, answering questions and providing information, and processing varied forms and materials for the Office of Admissions.

POSITION AND JOB DESCRIPTION:

Formal Title (Position):

- Director of Admissions
- Full-time Administrator

Miscellaneous Job Duties:

- Full member of Admissions Faculty Committee
- Full membership in every council including strategic, budget, and grievance

PRIMARY DUTIES:

- Coordinate efforts and activities serving the objectives of the Admissions Office;
- Greet visitors to the Office of Admissions and the University; present a positive image of the Admissions Office and Reformed University to visitors whose initial contact with the institution is in the Office of Admissions; answer routine questions and provide a variety of information to include distributing maps, bulletins, brochures and related material; provide information on special activities such as group sessions and tours and assemble groups as appropriate; answer general questions about the University;
- Coordinate college fair, admission solicitation and admission recruiting activities;
- Arrange student interviews by recording appropriate information and scheduling appointments; distribute interview schedule to admissions staff;
- Prepare students for interviews by providing them with forms and related information; ensure forms are completed as necessary; direct students to appropriate waiting or meeting area;
- Answer telephone, screen and refer calls, take messages for office; fill out appropriate forms in response to callers' requests for specific information and forward to appropriate place for action;
- Mail campus visitor packets upon request;
- Compile lists and/or tabulate cumulative data for regular or special reports. Ensure various information, such as department profiles, is available for visitors; restock as necessary;
- Represent the school and coordinate other staff representation at targeted colleges, universities, and church-sponsored recruitment events for the purposes of interviewing/recruiting prospective students;
- Build and nurture relationships faculty and staff at targeted campuses;
- Represent the school at alumni gatherings during any Conferences or meetings;
- Provide necessary orientation, training, and oversight for the alumni recruitment network and a cadre of faculty willing to assist in recruitment efforts;



- Coordinate and oversees new student orientation;
- Correspond with prospective students, alumni, faculty, Staff and others seeking information regarding academic programs offered and admissions policies & procedures;
- Coordinate on-campus visits of and conduct interviews with prospective students;
- Supervise the review and evaluation of applicant files to determine the admissibility of applicant utilizing established school admissions standards;
- Edit and prepare, with the aid of the Communications and Network Offices, brochures, bulletins, web sites, and other publications used in the recruitment of prospective students.;
- Determine the fiscal requirements, prepare and manage budgetary recommendations for the Admissions;
- Analyze reports, track trends, and provide statistical information;
- Plan and oversee the work of staff to ensure the appropriate procedures and policies are followed in compliance with current admissions standards;
- Hire and supervise Admissions Office Staff, prepare performance appraisals, promotions, and handle disciplinary actions; and
- Perform other related duties incidental to the work described herein.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

REQUIREMENTS:

Foreign Language Requirements:

Foreign Language proficiency strongly required – Korean

Educational Requirements:

Bachelor's Degree from an accredited institution.

Personal and Leadership Qualities Requirements:

- A high level of integrity and devotion to ethical behavior.
- Superb oral and written communication skills.
- Broad higher education experience.
- Strong record of fiscal management.
- Profound and varied academic and scholarship record.
- Effective strategic thinker.
- Aptitude for executive, administrative leadership.
- Ability to make evidence-based decisions in a timely fashion and to verify them with assessment and evaluation practices.
- History of effective, high-caliber hiring decisions.
- Capacity to forge and nurture partnerships with private, non-profit, and public entities as well as other institutions of higher education.

Professional Job Experience Requirements:

- Excellent written and verbal communication, including in phone and email conversations
- Has developed the ability to create and lead effective care programs which are seeker sensitive, culturally relevant and Kingdom focused
- Competence with Microsoft Windows and Office applications



- Solid standing in the Church through ecclesiastical endorsement
- Flexibility in work hours, programs, and services
- Experience in working as part of a team; good communication skills

REPORTING DUTIES:

Reporting Responsibility to:

- President

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.