



<b>JOB TITLE:</b>	Assistant Director of Admissions
<b>DEPARTMENT:</b>	Enrollment
<b>CAMPUS:</b>	Rocklin
<b>SUPERVISOR:</b>	Director of Enrollment
<b>FLSA STATUS:</b>	Exempt

#### **MAJOR PURPOSE:**

The Assistant Director of Admissions will assist in driving increased enrollment by strategically leading a team of Admission Counselors and delivering an individualized enrollment experience for each prospective student. As a part of the Enrollment Leadership Team, the Assistant Director contributes to the overall culture, leadership, and strategy that results in a high-performing team that achieves desired outcomes. The position is responsible for the supervision of admissions counselors and coordinating departmental day-to-day activities.

Normal office hours will be primarily on campus between 8 am and 6 pm Monday through Friday, PST. Some remote options are available as determined by the supervisor. Some events may be held in the evening or on a weekend. Outside networking and travel is required.

The pay range for this position is generally: \$65,000 - \$70,000 annual. Individual pay is generally determined by a number of factors including job-related skills, experience, relevant education or training and location.

#### **ESSENTIAL FUNCTIONS:**

- Assists the Director of Enrollment in executing a strategic enrollment plan to ensure that all programs achieve healthy enrollment goals for each recruiting cycle;
- Supervises the Admissions Counselor team, and in collaboration with the Director of Enrollment ensure supervision for staff positions including Senior Admissions Counselor, Admissions Counselors, and student staff teams at both the Rocklin and Portland campuses;
- Assists in coordination and delivery of Admissions Counselor training and mentoring to ensure they are current in their sales approaches to students and ensuring participation in sales training;
- In collaboration with the Director of Enrollment assists in monitoring performance metrics and expectations for counselors that result in a high-performing sales team with a high level of urgency in 'speed to lead' and contact attempts for students;
- Establishes and maintains a weekly review of funnel metrics to ensure counselors are maximizing their effectiveness, and adjusting their sales approach as needed to meet or exceed enrollment goals;
- Monitors day-to-day effective utilization of the department CRM dashboards and reports, ensuring admissions staff are maintaining accurate student records;
- Guides Admissions Counselors to advise prospective students on admissions requirements, transfer guidelines, financial aid, scholarship information, etc. as needed;
- Works collaboratively with other departments across campus to promote student-centric, streamlined enrollment strategies;
- Collaborates with the Assistant Director of Enrollment Engagement in contributing to planning and executing on-campus recruiting events that will help drive enrollment;
- Collaborates with the Assistant Director of Enrollment Data and Technology to ensure the enrollment workflows support enrollment staff, and create an optimal experience for incoming students;

- Collaborates with the Assistant Director of Recruitment to ensure effective recruitment strategies are supported by Admission Counselors, as appropriate;
- Collaborates with the Director of Enrollment and AVP as needed to ensure effective, efficient streamlined enrollment operations;
- Acts as a member of the Enrollment Leadership team providing collaborative leadership for the entire Enrollment team;
- Ensures and contributes to a healthy team culture that is safe, supported, and intentional.

## **QUALIFICATIONS**

### **Education/Certifications:**

- Bachelor's Degree or equivalent required

### **Required Knowledge/Experience:**

- Proficient with Microsoft Office programs, Google Drive, mail merge, email and web-based searches, office-related equipment/technology
- Expertise in Customer Relationship Management (CRM) database systems to engage prospective students through a sales funnel.
- Experience in current and effective sales skills.
- Previous experience leading and managing a workplace team.
- Minimum of three years of experience in enrollment management

### **Skills/Abilities:**

- Strong project management skills with the ability to meet deadlines and execute strategic initiatives
- Excellent interpersonal communication skills that enable the candidate to interact with team, students, faculty, vendors, university departments and the general public with professionalism
- Highly organized, accurate and detail-oriented
- Excellent communication skills, including writing, proof-reading and speaking
- Ability to supervise and train employees, including organizing, prioritizing, and scheduling work assignments
- Self-motivated and able to work with others with minimal supervision
- Demonstrated humility and willingness to be mentored and developed in leadership
- High level of emotional intelligence
- Willingness to lead from a place of wholeheartedness and vulnerability
- Ability to negotiate and manage contractual obligations

### **WORKING ENVIRONMENT:**

The employee agrees to promote the values and mission of William Jessup University as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith.

Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

### **WORKING CONDITIONS:**

The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions. Additionally, the employee will regularly represent Jessup at other places of business and worship, community events, networking sessions and workshops.

**PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:**

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 20 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date