

NORTH COUNTRY COMMUNITY COLLEGE
23 Santanoni Avenue
Saranac Lake, New York 12983

POSITION DESCRIPTION
ASSISTANT DIRECTOR OF ADMISSIONS

Job Title:	Assistant Director of Admissions
Job Status:	Full-time / NCCCAP/ 221 day
Department:	Admissions
Immediate Supervisor:	Associate Director of Admissions
Area Supervisor:	Vice President of Marketing and Enrollment Management
Supervision Exercised:	Admissions Counselors, Support Staff, Student Workers

GENERAL STATEMENT OF DUTIES: Assists in the recruitment and admissions of students to the College; assists in the building and maintaining of strong relationships with area high schools, professional organizations, agencies and community service providers; assists with tracking of applicants, quantifying data for reporting, supports meeting enrollment targets and goals; and serves on College committees as assigned. Extensive travel required, may include nights/weekends and/or overnight travel.

EXAMPLES OF DUTIES:

1. Represents the College at college fairs, campus and community events and information sessions.
2. Work with supervisor in determining annual regional outreach for recruitment region(s). Coordinate recruitment travel assignments for Admissions Counselors.
3. Counsels and informs prospective students and others about College programs, services and opportunities in both individual and group settings. Corresponds with prospective students, applicants and others on a daily basis via email, telephone, letters, etc.
4. Visit area high schools and maintain on-going face-to face interactions and electronic communications with student applicants and high school guidance counselors.
5. Follow reporting, recruitment, communication plans as assigned by the Vice President of Marketing and Enrollment Management.
6. Reviews and evaluates applications for admissions to the College in accordance with the College's guidelines. Evaluates and interprets high school records, GED results, standardized test scores, college transcripts, and other admissions related credentials.
7. Demonstrate strong knowledge of current offerings and academic programs and overall institutional brand and marketing strengths to potential students, parents and other stakeholders.
8. Coordinate and/or assist in the development and delivery of on-campus events and programs for groups and individuals.

9. Assist in the review and processing of International Student applications, insure communications occur with all applicants and the evaluation of educational and separate conformation of financial documentation to determine possible acceptance to the College.
10. Assist the Vice President of Marketing and Enrollment Management with the day-to-day operation of the office and supervision of Admissions Counselors, support staff and student workers. Assists with management, evaluation and enhancement of application processing, inquiry processing and tracking, and mailings. Assists with scheduling, customer service delivery, etc.
11. Assist the Associate Director with the creation and updating of recruiting materials.
12. Assist the Associate Director in training Admissions Counselors.
13. Serves on College committees as assigned and/or delegates admissions staff to serve on College committees.
14. Other duties as described in the NCCCAP/NCCC Collective Bargaining Agreement including all terms and conditions of service. This may include assessment and evaluation of professional and support staff.
15. Other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree and 3-5 years of relevant experience, or educational outreach. Master's degree preferred. Must possess a valid Driver's License.