



Monmouth COLLEGE

DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION

POSITION TITLE:	ASSOCIATE REGIONAL DIRECTOR OF ADMISSION (OFF SITE)
PERSONNEL CLASSIFICATION:	ADMINISTRATIVE STAFF, FULL-TIME
DEPARTMENT:	ADMISSION
POSITION SUPERVISOR:	DIRECTOR OF ADMISSION
DEPARTMENT HEAD:	VICE PRESIDENT FOR ENROLLMENT MANAGEMENT

Function of Position: First and foremost, work independently and as a team member to recruit Monmouth College students from primary recruitment area(s) as assigned by the position supervisor. Living within the assigned territory, the Associate Regional Director of Admission must seek to bring students to Monmouth College in a relationship that is beneficial to both the student and the College.

PRIMARY DUTIES AND RESPONSIBILITIES: May include, but are not limited to the following:

- Serves as a member of the Admission Team managing a recruitment territory to assist in achieving enrollment goals for the College.
- Advises and guides students and families through the admission process – application requirements, financial aid and scholarship information, residence life, student involvement, educational opportunities, etc.
- Provide frequent and consistent follow-up communication to students and families via phone, email, text and scheduled appointments in recruitment territory
- Complete regular reports regarding recruitment, projections, personal schedule, travel, special programs, and professional development
- Collaborate with the Regional Director of Admission to identify and execute effective and efficient recruitment strategies in the Chicago region
 - Territory management, communication strategies, high school visits, college fairs
- Special events, alumni outreach, and building essential relationships
- High School Visits: approximately 80-100 in the fall and 20-40 in the spring (traditional, lunchroom, and classroom)
- Specialized recruitment work with Athletics, Music, Art, Theatre, Speech & Debate, Bagpipes, Sustainability, etc.
- College Fairs: approximately 40-50 in the fall and 20-30 in the spring
- Application review for prospective students from assigned territory
- Travel to campus for regular Saturday office coverage (approximately two times per semester) and provide on-campus coverage as needed during events and busy visit days.
- Organize and Coordinate Bus Trips to campus for Open Houses, Scholarship Events, Accepted Student Day programming, and SOAR
- In-person Financial Aid meetings with students/families
- Represent Monmouth College through active involvement in professional organizations
 - CARR, IACAC, etc.

(Assoc. Regional Dir. of Admission 02-01-17)
Assoc. Regional Dir. Admission 08.26.2022

- Maintain knowledge of current trends in the field
- Attend meetings, educational sessions, conferences
- Seek out opportunities for leadership, presentation teams, etc.
- Identify and maintain communication with Monmouth alums and college stakeholders working in territory high schools for outreach and recruitment of prospective students
- Adhere to College policies and procedures regarding travel and other requirements.
- Foster strong relationships among High School guidance counselors in the territory including meetings at the high school as well as hosting them to coffee/lunch to learn more about Monmouth College.
- Performs other miscellaneous job-related duties as assigned.

Knowledge, skills and abilities required: To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Demonstrated ability to think critically and initiate and implement projects independently.
- Knowledge of Monmouth College and all its programs and services.
- Communicated effectively over the phone
- Demonstrated ability to work with a wide range of people and commitment to diversity.
- Knowledge or willingness and ability to learn TargetX to enhance recruitment tasks.
- Skill in effective communication and public presentations.
- Experience with and sensitivity to diverse populations.
- Knowledge of the sales strategies and the skills regarding the recruitment process.
- Ability and willingness to keep sales process through phoning and other types of communication.
- Knowledge of admissions processes and requirements; as well as NACAC's Statement of Principles of Good Practice (SPGP).
- Ability to travel and work a varied schedule with flexible hours, including nights and weekends.
- Required to maintain a valid driver license and satisfactory driving record.
- Ability to represent the office and the College in a professional manner.

WORK RELATIONSHIPS: Reports to the Associate Vice President for Admission (AVPA) and, through the AVPA, to the Vice President for Enrollment Management and Communications. Works independently from an off-campus setting as well as with other members of the Admission Office Staff. Frequent contact with prospective students and their parents, current students, staff, faculty, alumni, and persons outside the campus community.

EDUCATION, EXPERIENCE, AND CERTIFICATION: Bachelor's degree required

SKILLS, KNOWLEDGE, AND ABILITIES: Demonstrated ability to plan, implement and evaluate complex tasks and procedures. Excellent organization and supervision skills. Excellent communication skills. Willingness and ability to work effectively with all campus and associated constituencies. Willingness and ability to travel extensively. Valid driver's license and satisfactory driving record. Ability to maintain confidentiality.

GENERAL EXPECTATIONS OF POSITION: Work effectively and collaboratively with position supervisor. Conduct is expected to be professional and courteous. Duties and responsibilities are to be carried out in a manner that promotes and is consistent with the intrinsic goals of Monmouth College. Regular attendance at work is an essential function of the job. All requirements are subject to change, with possible modifications made to accommodate individuals with disabilities.

ADDITIONS, AMENDMENTS, AND DELETIONS: The whole or any portion of this description may be added to, amended, or deleted at any time by the position supervisor, department head, or the President.

(Assoc. Regional Dir. of Admission 02-01-17)
Assoc. Regional Dir. Admission 08.26.2022