



Monmouth COLLEGE®

DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION

POSITION TITLE:	Assistant Director of Admission
PERSONNEL CLASSIFICATION:	Administrative Staff, Full-time
DEPARTMENT:	Admission
POSITION SUPERVISOR:	Director of Admission
DEPARTMENT HEAD:	Vice President for Enrollment Management

Function of Position: Reporting to the Director for Admission. This position's primary responsibilities are to manage a recruitment territory in support of the College's enrollment goals and to assist with other special projects based on the needs of the office including but not limited to marketing and digital media efforts as well as mentoring new Admission professionals.

Primary Duties and Responsibilities: May include, but are not necessarily limited to the following:

- Actively and energetically serve as a member of the Office of Admission managing a recruitment territory to assist in achieving enrollment goals for the College.
- Implement recruitment strategies as outlined in the enrollment plan in the assigned territory to include, but not limited to, high school visits, college fairs, area receptions, and events.
- Work with current students, parents and alumni organizations that assist with the recruitment of students.
- Provide admission presentations and interviews to visitors during on and off-campus events.
- Review applications for admission and for academic scholarship.
- Counsel students and families of admission requirements, process guidelines, financial aid and scholarship information, residence life, athletics, fine arts, etc.
- Provide continual follow-up to students and parents via phone, text message, letters, email, and scheduled in person and virtual appointments.
- Monitor, track, and analyze data associated with territory management, assuring that proper volume of contacts and outreach are occurring in territory.
- Complete regular reports related to recruitment, projections, personal schedule, travel, special programs, and professional development.
- Adhere to all College policies and procedures regarding travel and other requirements.
- Perform other miscellaneous job-related duties as assigned.

(Assistant Director for Admission 04.19.21 BM)

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.
- Communicate effectively via phone, text, and email as well as in public settings.
- Demonstrated ability to work with a wide range of people and commitment to diversity.
- Knowledge or willingness and ability to learn Slate (CRM) to enhance recruitment tasks.
- 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 policies; as well as ethical practices.
- 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.
- Knowledge of Microsoft environments, especially Outlook, Word and Excel.
- Ability to represent the office and the College in a professional manner.

Work Relationships: Works directly with other members of the Admission Office Staff. Daily contact with prospective students and their families, current students, staff, faculty, alumni, and persons outside the campus community.

Education & Certifications: Bachelor's degree required, master's preferred.

General Expectations of the Position: Work effectively and collaboratively with supervisor, colleagues, and other college staff. Maintain confidentiality. Conduct is expected to be professional and courteous. Work is 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 reasonably 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.