

Associate Director of Admission

Classification	Exempt, Full-Time, 12-Month
Department/Division	Office of Admission
Reports To	Director of Undergraduate Admission

About King's

King's College is a Catholic institution of higher education animated and guided by the Congregation of Holy Cross. King's pursues excellence in teaching, learning, and scholarship through a rigorous core curriculum, major programs across the liberal arts and sciences, nationally accredited professional programs at the undergraduate and graduate levels, and personal attention to student formation in a nurturing community.

We offer competitive total rewards, tuition remission for employees and their dependents, 403(b) plans, and generous paid-time-off and holidays. Our culture is driven by our commitment to our mission, our community and our friendly, knowledgeable faculty and staff.

EEO Statement

Kings' College does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors. We celebrate diversity by fostering a welcoming and inclusive environment where each member of King's College feels respected with a sense of belonging.

Job Function

To provide management and leadership skills to meet current admission requirements, trends, and competitiveness in order to shape and execute strategic admission plans.

Essential Elements

1. Manages regional recruitment territory.
2. Reviews prospective students' applications and directs them to the appropriate sources for guidance on courses of study, financial aid, scholarships, or other information.
3. Meets with prospective, admitted, and deposited students along with their families to teach them about the College.
4. Participates and retains information from professional development sessions in the summer months.
5. Ensures that application information is entered into the student database by admissions office clerical staff.
6. Travels to high schools, college fairs and recruitment events.
7. Provide timely feedback to internal and external offices and relationships.
8. Utilizes the CRM system Slate to manage individual enrollment workflow throughout the funnel.
9. Uses phone, email, text, and other technology to communicate with prospective students in a timely manner (aligned with expectations), providing superior student service.
10. Has a commitment to operating professional development and training programs.
11. Oversee the majority of hiring responsibilities and drive training and development within the Admissions team.
12. Develop new ways to reach student populations in the freshman cohorts, including relationship building and enhancement with new and feeder schools.
13. Conduct and develop admissions programs.

14. Performs other related duties as assigned.

Required Skills, Training, and Experience

- A master's degree is required.
- 5 years of experience in customer service, preferably in higher education.
- A valid driver's license with a clean driving record and willingness to travel for extensive periods of time.
- Proficient knowledge of Microsoft Office Suite.
- Strong communication skills with the ability to deliver information effectively and persuasively.
- Highly organized with a distinct propensity for timeliness and professionalism.
- Ability to function effectively as part of a team, working effectively as an individual, as well as team member.
- Minimal supervision is received from the Director of Undergraduate Admission.

Physical Conditions

Fast paced, high-energy environment. Travel, evenings, and weekends are required during certain periods throughout the year. Prolonged periods of sitting at a desk and working on a computer and telephone. Must be able to lift 10-15lbs on a regular basis.

Please submit cover letter and resume to hrjobs@kings.edu.

Internal candidates please submit materials to hrjobs@kings.edu by April 8, 2023.