



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

<b>POSITION:</b>	Director of Admissions
<b>LOCATION:</b>	Office of Enrollment Services Campus may vary based on the needs of the department
<b>REPORTS TO:</b>	Associate Dean of Enrollment Services
<b>GRADE:</b>	BOG 16
<b>WORK SCHEDULE:</b>	Non-Standard, 35 hours per week
<b>SUPERVISES:</b>	Professional and support staff

**JOB SUMMARY:** The Director of Admissions provides leadership for the formulation, coordination and implementation of the Admissions Policies of the College, is responsible for the development of programs and materials for prospective students and develops, maintains and facilitates professional relationships with secondary schools. In addition, he/she is responsible for staff training, budgeting and overall supervision of the admissions process including freshman, transfer, readmit programs, policies and procedures.

**DUTIES AND RESPONSIBILITIES:**

- Develop and implement recruitment strategies and direct all phases of admissions. Coordinate admissions activities with the functions, policies and procedures of other administrative offices, academic departments, committees and personnel.
- Provide leadership in the formation and/or revision of all policies related to the admission status of freshman, transfer, and readmit students and communication of such policies to on campus and off campus constituencies.
- Select, train, supervise and evaluate the Admissions professional and support staff.
- Assume responsibility for communication procedures for prospective students.
- Prepare and manage the operating budget for the Admissions Department.
- Manage complex information and data which enhances the recruitment and yield efforts of the College.

**Knight Campus**

- Prepare and analyze statistical reports.
- Assist in the development of computerized systems that service the students and enhance the functions of admissions.
- Oversee the development of transfer articulation agreements.
- Oversee the maintenance of the Admissions Web Site.
- Responsible for the development of Admissions' publications and recruitment materials.
- Direct the administration of the College's Presidential, Running Start and High School Enrichment Scholarship Programs including the awarding of monies.
- Serve as liaison to administration, faculty, staff and other organizations.
- Be active and remain current with relevant professional organizations.
- Participate on College committees as assigned.
- Other related duties as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

Working knowledge of computers and related software; use of other office equipment. Must have access to and use of own transportation.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

- Master's degree required.
- A minimum of 5 years of experience in the administration of an admissions office primarily at a community college or university level in a multi-campus environment required.
- Full-time experience at or above the Associate Director level preferred.

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

- Ability to represent the College positively and effectively with prospective students, faculty, staff, alumni, media, and the public.
- Ability to write and speak effectively.

- Ability to travel and work non-standard hours as needed.
- Demonstrated commitment to providing student-centered services in a college or university setting.
- Effective problem solving ability.
- Excellent customer service.

***CCRI is an Equal Opportunity / Diversity Employer.***

*All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.*

*This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.*

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