



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

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| POSITION: | Assistant Director of Admissions |
| LOCATION: | Enrollment Services |
| REPORTS TO: | Director of Admissions |
| GRADE: | CCRIPSA 12 |
| WORK SCHEDULE: | 35 hours per week, normally Monday through Friday; Evening and weekend work required as assigned. |
| SUPERVISES: | May supervise clerical support and other professional staff as assigned |

CCRI Mission:

The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs. We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.

JOB SUMMARY:

Key admissions specialist for freshman and dual and concurrent enrollment programs, managing and participating in the full range of admissions activities (including, but not limited to, development of marketing plans/recruitment strategies, enrollment monitoring, recruitment/outreach, admissions decision-making and credential evaluation and advising) for all programs as assigned. Serve as a member of the senior staff team comprised of the director, associate directors, and assistant directors.

DUTIES & RESPONSIBILITIES:

Serve as the specialist and/or overall coordinator for the full range of admission activities for programs as assigned including but not limited to:

- Plan and organize major on and off-campus recruitment events on an annual basis, including serving as chair or coordinator.

Knight Campus

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

- Recruit prospective students through a variety of on and off-campus activities; evaluate applications for admissions decisions in traditional and non-traditional admission programs; Counsel continuing students who are interested in changing majors; interview prospective students and their parents regarding the application and enrollment process

Establish new programs/processes as necessary for the efficient recruitment of students into various programs (including but not limited to development of new student orientation for dual enrollment programs).

Serve as the specialist and coordinator for a variety of dual enrollment functions, such as managing the Running Start dual enrollment program, providing external partners with appropriate course recommendations and maintaining dual enrollment records.

Lead role in guiding the development of a new online application and registration process for dual enrollment. Will be responsible to serve in a leading role providing training to high school constituents regarding process and procedures.

Coordinate and conduct campus tours for high schools, community agencies and others as requested.

Participate in establishing and achieving enrollment goals for the Office of Enrollment Services and individual academic departments.

With academic departments and the Office of Marketing & Communications devise, develop and coordinate general recruitment and program-specific literature for new and continuing students.

Manage data for assigned recruitment and admissions programs and prepare statistical reports as well as other written reports as required; correspond, as appropriate, with students regarding the various stages of the admissions process; prepare other related reports.

As a member of the senior staff team, review and recommend admissions policies, procedures, and recruitment strategies.

Responsible for communication to and cross-training of admissions staff in his/her areas of specialization.

Represent the office and the College in a variety of leadership roles both on and off campus.

Assist in coordinating admissions activities with the functions, policies, and procedures of other administrative offices, academic departments, the Marketing and Communications Department, committees and personnel.

Serve as information provider for specific web pages as assigned.

Travel in-state and out-of-state and may work some non-standard hours.

Supervise, train and evaluate student staff as needed.

Provide next line leadership for the Admission Office in the absence of the Associate Director and Director.

Work collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences.

Demonstrate a commitment to the philosophy and mission of a comprehensive community college.

Other related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal and mainframe computer systems and software, telephone, calculator, fax and copy machines. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree required in related field. Master's degree preferred.

Minimum of three years of successful full-time work in admissions at a college/university.

Knowledge of computerized student information system and technologies (Banner, Argos, Starfish, etc.) strongly preferred.

Demonstrated ability to represent the College positively and effectively with prospective students, faculty, staff, alumni, media, and the public.

Demonstrated ability to write and speak effectively.

Demonstrated ability to work with computer-based systems and software.

Evidence of commitment to professional growth and development in college admissions.

Demonstrated passion for serving students and a commitment to the mission of CCRI.

CCRI is an Equal Opportunity / Affirmative Action Employer.

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, ecanning@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:

<http://www.ccri.edu/campuspolice/clery/report/>

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