



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

<b>POSITION:</b>	Associate Director of Admissions
<b>LOCATION:</b>	Office of Enrollment Services (all campuses)
<b>REPORTS TO:</b>	Director of Admissions
<b>WORK SCHEDULE:</b>	35 hours per week, normally Monday through Friday; Evening and weekend work required as assigned
<b>GRADE:</b>	CCRIPSA 13
<b>SUPERVISES:</b>	Professional, clerical staff and/or student aides

**BASIC FUNCTION:**

Provides the immediate second line of leadership for the formulation, coordination and implementation of admissions policies of the College, the development of programs and materials for prospective students and the development and promotion of professional relationships with secondary schools. Responsible for overseeing the functions of recruitment, admissions, registration, student records and/or special programming such as high school partnership programs. Serves as a member of the senior staff team comprised of the director, associate directors and assistant directors.

**DUTIES AND RESPONSIBILITIES:**

- Provide immediate second line of leadership for the Admissions Office in the Director's absence, primarily at the Warwick and Providence Campuses.
- Assist the Director in developing, coordinating, implementing and supervising the recruitment efforts for the department including preparation of statistical admissions reports and data analysis.
- Work collaboratively with the Director to review and develop existing and/or new admissions policies, to develop and evaluate admissions publications.
- Coordinate activities across all campuses related to assigned health sciences programs.

**Knight Campus**

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

- Serve as the specialist and/or overall coordinator for international student admissions.
- Responsible for the Residency Review Board and Residency Policies.
- Schedule and conduct interviews with prospective students and their parents regarding the application process and enrollment opportunities.
- Resolve enrollment, scheduling and record keeping matters during the registration and ADD/DROP period.
- Make recommendations to officials in Academic Affairs regarding course offerings.
- Supervise the process used to evaluate application credentials for admissions decisions.
- Oversee all admissions activities related to Dual Enrollment Programs.
- Coordinate admissions activities with the functions, policies and procedures of other administrative offices, academic departments, the Marketing and Communications Department, committees and personnel.
- Represent the office and the College in a variety of leadership roles both on and off campus including the Office of Higher Education, local schools, professional organizations, etc.
- Acts as Web Content Manager for the Enrollment Services/Admissions Web pages and is responsible for updating and maintaining these pages.
- Work closely with the Director to manage complex information and data which enhances the recruitment and yield efforts of the College including serving as a member of the Banner Admissions Team.
- Select, supervise, train and evaluate support staff; conduct group training sessions to ensure accuracy when disseminating and processing information to ensure adherence to changing institutional policies.
- Attend off-campus workshops, conferences and department meetings.
- Other related duties as required or assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

Working knowledge of computer systems 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:**

- Bachelor's degree required in related field. Master's degree preferred.
- At least five years of successful full-time work in college admissions required.
- Knowledge of computerized student information systems 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.

**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*