

Alverno College
Exempt Position Description

Position Title: Assistant Director of Admissions

Department: Admissions

Date: April 2025

Status: Fulltime/12-month

Reports To: Director of Admissions - Recruitment

Primary Function:

Day-to-day management of progress towards new student enrollment goals; collaborate on the development of undergraduate recruitment strategy and execution; supervision of admissions counselors; recruitment and enrollment of a critical new student population.

Secondary Function:

Serve as a campus ambassador for the admissions department and goals; represent the admissions office at campus-wide and intercollegiate events; collaborate with the larger enrollment division on both incoming and continuing student strategies and process improvement.

Principal Responsibilities

1. Oversee the day-to-day operation and activities of the graduate, adult, and weekday transfer recruitment members of the admissions office, including staffing levels, training and development according to college policies and applicable laws.
2. Provide support and supervision to recruitment teams including, but not limited to, time management by source type, population yield management, external messaging, and relationship development.
3. Maintain a critical student population for recruitment and enrollment
4. Communicate with internal and external constituencies, such as administration, faculty, staff, alumni, high school counselors, enrolled students, prospective students, and parents.
5. Manage external recruitment, travel and fair schedule for weekday recruitment. Ensure Alverno is well represented for all appropriate recruiting events, develop opportunities to participate in appropriate off-site recruiting and lead-generating events.
6. Support Alverno admissions events by coordinating with directors, recruiters, and communications and events specialists. on event messaging and strategic follow-up, and participate in events as needed.
7. Monitor the budget for undergraduate recruitment related to travel and make recommendations for the strategic use of department funds.
8. Represent the college in the community on matters pertaining to undergraduate student programs and activities.
9. Participate in department meetings, committees, and official college functions when appropriate
10. Be an integral part of Alverno admissions management team.
11. Perform other tasks as necessary to support the College mission.

Qualifications

1. Bachelor's degree required. Master's degree strongly preferred.

2. Three to five years of progressive experience that demonstrates a record of achievement in a results-driven environment is required. Significant experience in higher education, specifically admissions and student financial services, is strongly preferred.
3. Requires previous supervisory experience, including demonstrated experience leading, guiding and directing a team through the use of effective interpersonal and team-building skills.
4. Requires excellent written and oral communication skills, including the ability to read, analyze, and interpret reports and legal documents, and to communicate and respond to both internal and external constituents professionally and promptly.
5. Requires strong organizational skills and the ability to multitask, prioritize, and work with frequent interruptions. Must have the ability to professionally respond to variations in schedules and plans.
6. Required work on evenings (average of 2 evenings per week during peak seasons and 1-2 evenings a week the rest of the year) and some weekends (average of once per month)
7. Knowledge of ability-based, outcome-oriented educational practices is preferred.
8. Strong problem-solving skills, including the ability to define problems, analyze and resolve independently and collaboratively with a team of peers or supervisees.
9. An openness to innovation and collaboration, including the ability to meet challenges with resourcefulness
10. Demonstrated effectiveness in achieving both short-term and longer term objectives and goals.
11. Eagerness to work in a fast-paced, results-driven department committed to adopting enrollment best practices.
12. Requires attention to detail, strong organizational skills, and the ability to multitask, prioritize, and work with frequent interruptions.
13. Must have the ability to professionally respond to variations in schedules and plans.
14. Ability to respond to inquiries and resolve issues for students, parents, regulatory agencies, members of the community and other related constituents
15. Requires familiarity with Microsoft Office and database systems, Ellucian Colleague and Recruiter preferred.
16. Requires valid Wisconsin driver's license with a driving record that meets the qualifications of an Alverno driver
17. Work independently and collaboratively as a member of a team.
18. Ability to work in an environment that supports and celebrates diversity of background, experience, and perspective in all constituents.
19. Requires the ability to speak and hear. Must be able to freely move throughout the campus and at off-campus locations. Must have the ability to frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision and color vision.

Working Conditions

- General office environment
- Occasional travel

How to Apply

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>

Please attach your cover letter, resume, and list of references to the online application