

**Alverno College**  
**Exempt Position Description**

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**Position Title:** Director of Admissions

**Department:** Admissions

**Date:** April 2025

**Reports To:** Vice President for Enrollment Services

**Status:** Fulltime/12-month

**Primary Function:**

Lead in executing recruitment and enrollment strategy for all incoming student populations; day-to-day management of progress towards new student enrollment goals, process improvement, and supervision (direct and indirect) of Associate and Assistant directors of Admissions and admissions counselors.

**Principal Responsibilities**

1. Oversee the day-to-day operation and activities of the recruitment members of the admissions office, including hiring, training, and development according to college policies and applicable laws.
2. Provide leadership and vision in establishing enrollment objectives and oversee the implementation of strategic recruitment strategies, technologies, and enrollment projection models.
3. Provide support and supervision to the recruitment team, including, but not limited to, advising, population yield management, external messaging, and relationship development.
4. Analyze enrollment reports and trends and provide regular updates to the Vice President and campus constituents. Collaborate with the Assistant Director of Admissions Operations to create or amend reports needed for internal information sharing.
5. Communicate with internal and external constituencies, such as administration, faculty, staff, alumni, high school counselors, enrolled students, prospective students, and parents.
6. Manage an external event/conference schedule. Ensure Alverno is well represented at all appropriate recruiting events and develop opportunities to participate in appropriate off-site recruiting and prospect-generating events.
7. Support Alverno admissions events by coordinating with directors, recruiters, and experience coordinator on event messaging and strategic follow up and participate in events as needed.
8. Participate in the development of strategies using financial assistance in the recruitment and retention of students, optimizing the use of state, federal, and institutional resources.
9. Manage the budget for recruitment-related expenses and make recommendations for the strategic use of department funds.
10. Represent the college in the community on matters of student programs and activities.
11. Participate in department meetings, committees, and official college functions when appropriate
12. Be an integral part of the Alverno admissions management team
13. Perform other tasks as necessary to support the College's mission.

## **Qualifications**

1. Bachelor's degree required. Master's degree strongly preferred.
2. Five to seven 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 using 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 direct reports.
9. An openness to innovation and collaboration, including the ability to meet challenges with resourcefulness.
10. Demonstrated effectiveness in achieving both short-term and long-term objectives and goals.
11. Eagerness to work in a fast-paced, results-driven department committed to adopting the best practices for enrollment.
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 a 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. The 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**

*Alverno College is an Equal Opportunity Employer and committed to workplace diversity*