

# HILBERT COLLEGE

## OPEN POSITION ANNOUNCEMENT

*December 17, 2020*

**JOB TITLE:** Associate Director of Admissions

**REPORTS TO:** Director of Admissions

**DEPARTMENT:** Admissions

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**Job Summary:** The Associate Director of Admissions is primarily responsible for coordination of day to day recruitment activities aimed at first time college and undergraduate transfer students. The Associate Director is responsible for the daily office operation in the absence of the Director. Work closely with the Director of Admissions in assessing and evaluating recruitment plans, strategies, campus visitation programming, office management, marketing, communication, and policy development. Effectively manage a recruitment territory/cohort and play a vital role in developing external relationships with school counselors, community college advisors, and community based organizational leadership. Supervise a team of admissions professionals. Measure success of team recruitment initiatives as they relate to overall enrollment goals. Continuously monitor and improve outgoing email, text, phone and mailing communication plans. Complete actions to achieve new student enrollment goals for assigned territory/cohort. Represent the college at various college and employer fairs across the Northeast. Serve as liaison to the Registrar in matters of credit for prior learning such as transfer and CLEP credits. Identify new opportunities for articulations with community colleges, maintaining and updating existing agreements. Identify new markets for high school recruitment and manage the travel for all admissions recruiters. Utilize CRM to monitor communication and application review among team of admissions recruiters. Supervise and innovate Student Ambassador programming and development. Oversee campus visit operations including open houses, daily visitation, virtual recruitment events, and Student Ambassador participation.

**Requirements/Qualifications:** Master's degree preferred. Minimum 5 years of progressive admissions leadership experience. Flexibility for travel as necessary. Ability to communicate effectively, manage and supervise others, and work as part of a team. Ability to work with minimal supervision. Sound judgment, tact, courtesy, and dependability. Strong computer skills, especially in Microsoft office programs such as Word, Excel, PowerPoint. Attention to detail, initiative and resourcefulness. Valid driver's license.

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Interested candidates should submit a cover letter, resume and contact information for three professional references to:

Maura A. Flynn  
Director of Human Resources  
[jobs@hilbert.edu](mailto:jobs@hilbert.edu)

*Hilbert College is an Equal Opportunity Employer and is committed to fostering a diverse community of faculty, staff and students. The College does not discriminate against individuals on the basis of any protected characteristic covered under federal or state law. For more details, see the College's policy at <https://www.hilbert.edu/about/notice-of-non-discrimination>*

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