

CLASSIFICATION SPECIFICATION

Student Affairs Admissions Manager

FT/PT Class Code: 3136, 3636 Pay Grade: B/C 15 FLSA: Exempt Est. 06/16/20

SUMMARY STATEMENT: The student affairs admissions manager is responsible for promoting student success by supervising and coordinating the day-to-day tasks of the registration the admissions staff and processes. The incumbent collaborates with multiple divisions to implement student-centered processes, ensure data integrity, and maximize efficiency.

NATURE AND SCOPE:

The student affairs admissions manager reports to the dean of student affairs. The incumbent collaborates with the recruitment and admissions counselor to develop and implement strategies that encourage prospective students to enroll at Delaware Tech. In addition, the student affairs admissions manager supports all admissions functions, coordinates processing of international student applications, and serves as the Designated School Official or Primary Designated School Official. Typical contacts include marketing staff, recruiting staff, Data Manager, Business Office, Financial Aid, and the public, including prospective students, families, and K-12 high school counselors/administrators.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Coordinates and supervise admissions activities, such as College Application Month, Open House, recruiting events, peak registration periods, and international student orientation.
2. Supervises admissions staff. Provides guidance to staff in applying procedural guidelines related to admissions functions, such as transfer credit processing, master schedule development, advisor assignment/maintenance, academic history maintenance, and end of term processing.
3. Processes international student applications and other associated reports and documentation and ensures compliance with the U.S. Department of Justice Immigration and Naturalization Service policies, procedures, and regulations. Ensures data is entered into the Student and Exchange Visitor Information system.
4. Collaborates with multiple departments to ensure data integrity. Supervises the processing of all documents utilized in the admissions process, e.g. admissions application, test scores, transcripts, etc.
5. Assists the recruitment and admissions counselor in the ongoing development of recruitment programs; contacts K12 counselors and principals, community stakeholders, etc. as a part of the recruitment effort.
6. Manages prospective students/inquiries using the College's recruiting database, and provides proactive follow-up and outreach to prospective students.

PRINCIPAL ACCOUNTABILITIES, cont'd:

7. Trains admissions staff. Projects and develops plan for any additional staffing requirements for peak periods.
8. Collects and processes information and data to prepare relevant reports regarding admissions and registration.
9. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of Delaware communities and school districts.
- ◇ Knowledge of recruitment strategies and strategic enrollment planning.
- ◇ Knowledge of federal regulations governing the F-1 student status and the Student Exchange Visitor Information System.
- ◇ Knowledge of presentation software and mechanics to create and deliver effective presentations.
- ◇ Knowledge of academic and career advising strategies.
- ◇ Knowledge of student records systems.
- ◇ Knowledge of supervisory practices.
- ◇ Strong interpersonal and customer service skills.
- ◇ Ability to effectively communicate and relate to a diverse population in a multicultural environment.
- ◇ Ability to communicate clearly and effectively, both verbally and in writing.
- ◇ Ability to build, maintain, and strengthen mutually beneficial relationships both inside and outside the College.
- ◇ Ability to work collaboratively with others to achieve common goals, exhibiting a strong sense of team spirit.
- ◇ Ability to think strategically and problem solve effectively.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's degree in a relevant field and two (2) years of relevant experience; or other equivalent combination of education and experience.