



DIRECTOR OF ADMISSIONS AND RECRUITMENT (INTERNAL POSTING) ENROLLMENT MANAGEMENT

REPORT TO: Vice President of Enrollment Management

E CLASS: FT 12 Month

FLSA: Exempt

PURPOSE:

The Office of Enrollment Management invites applications for the Director of Admissions and Recruitment position. This position is responsible for managing the College's recruitment plan and deploying an efficient recruitment strategy to enroll prospective students. The Director of Admissions and Recruitment supervises and coordinates admitting students to Miles College and oversees all professional and support staff involved with admitting students to the College within established institutional guidelines and policies.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in a related field (Master's Degree preferred)

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Develops, interprets, and enforces admissions policies, procedures, and strategies applicable to the area of responsibility and serves as an authoritative source of such information.
- Represents the college in designated areas related to admissions and recruitment.
- Hires, trains, and supervises both the administrative and support staff in the Office of Admissions and Recruitment.
- Develops both a comprehensive marketing plan and recruitment strategy.
- Provides necessary orientation, training, and oversight for the alumni recruitment network and a cadre of facilities willing to assist in recruitment efforts.
- Responds to written, telephone, and personal inquiries for information.
- Interprets and explains admissions policies and procedures; answers questions about college programs, and requirements for campus life; makes referrals to other college offices as necessary.
- Advises college officials of the current trends and changing demographics, locally and regionally, as they may affect and influence student admissions in enrollment management negotiations.
- Counsels and guides applicants regarding academic programs and requirements, eligibility, and options, with special responsibility for those denied admission and with continuing responsibility for counseling those admitted.
- Prepares studies, reports and recommendations to the administrative cabinet.
- Plans and organizes special informational programs to promote the College and explain its admissions policies, procedures, and programs to include high school visitation days, new student orientation programs.
- Co-coordinates the scholarship awarding process to prospective students.
- Coordinates the paperwork and admissions for prospective international students.

KNOWLEDGE, SKILLS & ABILITIES:

- Excellent written and verbal communication skills
- Ability to effectively analyze and interpret data

- Ability to effectively prepare and inform the Campus Community of recruitment efforts and trends.
- Ability to effectively supervise personnel and complete all associated actions in a timely and accurate manner, resolve personnel issues, and conduct performance appraisals.
- Must have strong planning and organizational skills.
- Ability to work independently and as part of the team
- Ability to meet deadlines while working on multiple projects
- Excellent Excel and Microsoft Office Skills
- Preferred: Knowledge and understanding of college/university recruitment and marketing

WORK ENVIRONMENT:

The work environment consists of exposure to physical conditions typical of a normal office environment. Most of the job is performed while sitting, although the work may require occasional standing or walking and/or the lifting and carrying of small objects.

TRAVEL:

Travel may be required. (A vehicle is required for this position.)

***This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

SPECIAL INSTRUCTIONS TO APPLICANTS:

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit a resume, cover letter, and application to hr@miles.edu. Must be legally authorized to work in the United States without need for employer sponsorship, now or at any time in the future.** Due to the large volume of inquiries, applicants will only receive a response if there is a match, at which point the applicant will be contacted for an interview.

NOTICE OF NON-DISCRIMINATION

Miles College is an equal-opportunity employer dedicated to building an inclusive and diverse workforce. Miles College does not discriminate in its educational programs and activities based on race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other bases prohibited by law. Inquiries about the application of Title IX and its supporting regulations may be directed to the Title IX Coordinator, Brown Hall Room 101, 5500 Myron Massey Blvd Fairfield, AL 35064, 205-929-1440, titleix@miles.edu. For information on the Title IX Sexual Harassment/Sexual Assault policy and grievance procedures, please [Click here](#).

TITLE IX / STATEMENT OF NONDISCRIMINATION

As set forth in this Policy, MILES COLLEGE prohibits discrimination on the basis of sex in its programs and activities. As defined by Title IX, discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

MILES COLLEGE does not discriminate in its admissions practices, except as permitted by law, in its employment practices, or in its educational programs or activities on the basis of sex. MILES COLLEGE also prohibits retaliation against any person opposing sex discrimination or participating in any sex discrimination investigation or complaint process, whether internal or external to MILES COLLEGE. Sex-based harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination that are prohibited under Title IX and by the college's [Title IX Policy](#).

