



## Regionally Based Admission Representative Position Description

<b>Position Title:</b>	Regional Director of Admissions - Assigned Region May also be Associate Director of Admissions - Assigned Region <i>Recommended title not be Assistant or Counselor or recruiter</i>
<b>Division:</b>	Enrollment Management
<b>Department</b>	Admission (Undergraduate)
<b>Immediate Supervisor:</b>	Director/Dean/VP/Regional Director (all options)
<b>Employment Status:</b>	Full-time, exempt

### Qualifications:

<b>Minimum Education, Certification or Training:</b>	Bachelor's Degree required
<b>Desired Education, Certification or Training:</b>	Masters preferred
<b>Minimum types/years experience/knowledge:</b>	Three to five years' admissions experience in College/University setting/office. Direct experience in the field of recruitment of students. Individual must possess good verbal and written communication skills and be computer literate. Must work well independently and in groups.
<b>Desired types/years experience/knowledge:</b>	3-5 years in an admission office with territory management experience. Travel and recruitment experience in our assigned regional area.

### Job Summary:

<b>Responsibility:</b>	Responsible for supporting the Office of Admissions in the coordination and development of student recruitment in the Assigned Region (States and territory to be designated by the Office of Admissions). Serve as a comprehensive territory manager engaging students and families in the Assigned Region as well as high school, transfer, CBO and independent counselors in the region Multiple trips to campus to be determined by Supervisor (2-6 trips per year is the usual)
<b>Travel Region:</b>	TBD – Assigned Region
<b>Counseling/Read:</b>	Countries, States, Counties, High Schools TBD

## Specific Duties:

<b>Priority:</b>	<b>Duty:</b>	<b>%</b>
<b>1</b>	Participate in College Day/Night programs and high school visits (local, regional & national events) as indicated Assigned Region college fair circuit. Spring travel will be heavier than most in house counselors.	40%
<b>2</b>	Maintains, through personal contacts, correspondence, telephone, and email, the follow-up contact with prospective students, applicants and enrolled students. This may involve planning and executing summer welcome/send-off events.	10%
<b>3</b>	Provides pre-college counseling to prospective students and families about admissions, financial aid, academic programs and student life at the university	10%
<b>4</b>	Participates in planning and implementing contact with prospective students and applicants, in high schools, CBOs and junior/community colleges in the Assigned Region. This will involve summer programs like College Camps that take place in the Assigned Region.	10%
<b>5</b>	Develops effective and on-going relationships with personnel of secondary schools and colleges, and keeps accurate and up-to-date records of all counselor contacts	5%
<b>6</b>	Assists the supervisor in planning all special recruitment activities in Assigned Region (e.g.info Session, yield events, counselor events) as needed. [note: primarily during Spring season]	5%
<b>7</b>	Database management, general home-office operations, correspondence, mailings, travel planning, materials management, records management	10%
<b>8</b>	Budget projection, financial records maintenance, monthly expense reports, and activity reports to supervisor.	6%
<b>9</b>	Participate in compiling statistical data relating to recruitment/admission results. Reviews/evaluates results with focus on future planning and assessment.	2%
<b>10</b>	Performs other duties as assigned by supervisor.	2%