NORTHEAST TEXAS COMMUNITY COLLEGE

JOB DESCRIPTION

Associate Director of Admissions

Department: Student and Outreach Services

Job Status: Full Time

FLSA Status: Exempt

Reports To: Dean of Enrollment Management and Director of Financial Aid

Grade/Level: Admin/Prof

Amount of Travel Required: As needed

Work Schedule:
Monday - Thursday 8AM - 6PM
Friday 8AM - 12PM
Or as assigned by the supervisor

Positions Supervised:
Admissions Specialist and clerical as needed; student workers

Contract Length: 12 months

GENERAL STATEMENT OF DUTIES:
The Associate Director of Admissions is responsible for all activities pertaining to the admissions of students to Northeast Texas Community College. This position reports to the Dean of Enrollment Management and Director of Financial Aid while coordinating all aspects of the admissions and recruitment process.

MAJOR RESPONSIBILITIES:

- Coordinates all campus activities pertaining to admissions;
- Coordinates institutional policies and procedures for student admissions, including residency requirements, evaluation of assessment scores and transcripts, waiver eligibility, immigration laws of international students, and state regulations as they apply to student admissions;
- Interprets regulations issued by Texas Higher Education Coordinating Board, State of Texas, Immigration agencies, and institutional policies and procedures relating to Admissions;
- Evaluates and updates all forms required for admitting and enrolling new students in coordination with other offices within Student Services;
- Reviews, updates, and ensures the accuracy of information in the college catalog and class schedules pertaining to admissions of students;
- Oversees all transcript evaluations, including determining if institutions are accredited and staying current on international transcript evaluations;
- Maintaining regular contact with division and program directors concerning course equivalencies, articulation agreements, student questions, and program degree requirements;
- Establishes transfer admission tracks for all students, including international students, while working closely with the college recruiter;
- Assists with the annual planning, implementation, and evaluation of myEagle Orientation and related activities;
- Works under the direction of the Dean of Enrollment Management and Director of Financial Aid and administration to assure that the admissions office is properly and efficiently serving both the students and the institution;
- Participates in the operational planning process to help identify means of improvement in admissions procedures, materials, and data systems;
- Provides a welcoming environment for new and enrolled students and maintains effective communication with newly enrolled and prospective students;
- Maintain an accurate record of prospective students;
- Remains current on state and federal guidelines through participation in state, and regional admissions associations;
- Serves on various committees as assigned;
- Integrates current technology tools that support creative approaches to provide efficient and effective recruitment and admissions processes, and
- Other duties as assigned by immediate supervisor

**POSITION CHARACTERISTICS:**

This position requires an individual having knowledge of admissions of undergraduates and student admissions requirements. Associate Director of Admissions must be able to interact with prospective students, parents of students, K-12 personnel, NTCC faculty and staff, and alumni to provide relevant information to implement NTCC admissions policies.

**MINIMUM QUALIFICATIONS:**

- Bachelor’s degree required.
- Understand the community college philosophy/mission.
- Ability to apply the Texas Higher Education Coordinating Board’s policies regarding admissions (high school, concurrent, home school, etc.) and TSI (exemptions, waivers, remediation).
- Two years of experience in community college or university admissions or recruiting setting.
- Effective interpersonal, written, and verbal communication and presentation skills.
- Ability to plan, prioritize and problem solve.
- Promote and provide a strong student/customer service centered atmosphere.
- Knowledge of a student information system (POISE) and microcomputer /software applications.
- Strong commitment to access and equity.
- Coordinate responsibilities with those of other student services professionals.

**Signatures:**

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Associate Director of Admissions              Date

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Dean of Enrollment Management/Director of F.A. Date

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President                                Date