

ADMISSIONS

Director of On-Campus Admissions

Level M-08

Salary Range: \$1,000 to \$1,700 Bi-Weekly

FLSA - Exempt

Institutional Mission:

Southwestern Assemblies of God University exists to equip students spiritually, academically, professionally, and cross-culturally for their God-given careers and callings.

Position Overview:

In consultation with the Assistant Dean for Admissions, the Director for On-Campus Admissions is responsible for the spiritual atmosphere and management of the on-campus admissions strategy and staff, as well as, working collaboratively with the Undergraduate Admissions Leadership Team (Assistant Dean, Director of On-Campus Admissions, Director of Online Admissions and the Associate Director for Communications).

Major Responsibilities:

20% - Develop and deploy comprehensive enrollment strategies and priorities for the University.

- Develop and deploy a recruitment plan to attract potential on-campus students
- Understand, determine, and prioritize student markets
- Research, understand, and analyze relevant industry best practices, data, research findings, and the competition to recommend and implement improvements
- Understand the product offered to students, how it meets their needs, and how to communicate the product's value
- Understand and determine the most effective methods to reach and communicate with prospective students
- Develop long range promotional/marketing plans (print, electronic, and other mediums) for programs and initiatives

40% - Design, create, and maintain systems and programs necessary for the implementation of enrollment strategies.

- Support and intentionally facilitate an environment conducive to discipleship and spiritual formation.
- Manage the Undergraduate On-Campus admissions process, ensuring a seamless student experience and the highest level of accuracy.
- Assist in management of the Undergraduate On-Campus Admissions database
- Oversee the development and execution of an appropriate travel recruitment schedule
- Oversee the development and execution of an appropriate campus visit program
- Oversee the development and execution of the comprehensive, compelling, and sequential on-campus communication plan
- Manage and maintain the relevant complementary systems to the Information System

20% - Provide leadership oversight for respective admissions employees.

- Recruit, interview, select, and orient new admissions employees. Facilitate all aspects of personnel changes
- Provide day to day supervision, office managements, project management, performance management, accountability, training, and professional development opportunities for admissions employees
- Motivate and inspire admissions employees to cultivate a positive work environment, exemplary work ethic, personal responsibility and ownership, and the completion of all assigning projects and tasks in a thorough and timely manner
- Regularly communicate SAGU's and the Admissions' office vision/strategy to admissions employees

20% - Serve as public representative for the university.

- Represent the university at various types of recruitment related events, both on campus, off campus, and virtually
- Develop, nurture, and maintain key relationships (e.g., SOM sites, District officials, the Registrar's Office, Financial Aid, Student Billing, Distance Education Office, etc.)

Perform other duties as requested by the Assistant Dean of Admissions.

Qualifications:

- Candidate must be an openly committed Christian, living a Spirit-filled life and be an active attendee of an Assemblies of God church.
- Bachelor's Degree from an accredited college/university is required; Master's degree preferred.
- 2+ years in sales and/or experience in university admissions are highly preferred.
- Must demonstrate strong verbal and interpersonal communication skills to effectively interact with students, staff, faculty and prospective students.
- Must also demonstrate strong written communication skills.
- A strong customer service orientation is essential.
- Must possess strong organizational and time-management skills with the ability to prioritize and manage multiple tasks concurrently, as well as, being a self-starter.
- Must possess the ability to be flexible and adapt quickly to changing priorities is essential.
- Must possess a strong knowledge of MS Office (Word, Excel, Outlook) and grammar. Must also possess a strong working knowledge of and experience with MS PowerPoint.

Contact: Human Resources at humanresources@sagu.edu

Application Process: Applications are available in the Human Resources office or one can be downloaded and printed at www.sagu.edu/employment. Incomplete forms will not be accepted. Your resume may be included when submitting the application to the Human Resources Office. An online application is also available at www.sagu.edu/employment.

Fair Labor Standards Act

This position is exempt from overtime.