**Associate Director of Admissions**

The Shorter University Office of Admissions is seeking an Associate Director of Admissions to assist with operational and recruiting functions of the admissions office.

This position will assist in managing the planning and implementation of a student recruitment plan to help the University achieve enrollment goals; assume responsibility for planning, coordinating and supervising specific admissions programs or projects; represent the University to prospective students and their parents and the general public at college fairs and at high schools within the assigned territory. Assist in the planning and implementation of the student recruitment and admissions plan for the admissions office; recruitment and admission of students.

- Monitors day-to-day operations of the Admissions recruitment team, assist in developing admission policies, procedures and criteria; resolve problems when necessary; recommend changes to office policies and procedures
- Develop a plan for recruiting students to meet specified enrollment goals
- Provide supervision and periodic performance appraisals for direct reports
- Responsible for the oversight of specific admissions programs or projects such Shorter Preview Days, Spring Receptions, Tailgates, Accepted Student Days, etc.
- Develop innovative plans to support university’s Christian mission of Transforming Lives through Christ to attract students
- Recommend and implement the development of information technologies to support and enhance established goals, along with coordinating reporting needs of the department
- Supervise the Admissions Counselors and Campus Visit/Event Coordinator
- Duties will include travel, evening and weekend work
- Perform other duties as assigned by the Director of Admissions and the Vice President of Enrollment Management
- Weekend and evening hours are required

**Qualifications:**

- A minimum of three years’ experience in higher education admissions preferable Christian higher education
- An earned bachelor's degree; master’s preferred
- Strong oral and written communication skills
- Computer skills; experience with Jenzabar is preferred

Apply today at the following link: [https://home.eease.adp.com/recruit/?id=15017131](https://home.eease.adp.com/recruit/?id=15017131)

Shorter University is a Christ-centered University affiliated with the Georgia Baptist Convention and requires all employees to be committed Christians.

*Transforming Lives Through Christ*