EXECUTIVE DIRECTOR OF ADMISSIONS/ENROLLMENT MANAGEMENT

Position Description

The Executive Director of Admissions/Enrollment Management reports to the Vice President for Student Affairs. Responsibilities include the following:

1. Provide leadership for the development and implementation of a comprehensive enrollment management plan in support of the College's mission; chair the College's Enrollment Management Committee.

2. Provide leadership for the development and implementation of college-wide systems, procedures, and policies in the admissions/enrollment management areas.

3. Work with the campus Directors of Admissions to develop and implement a comprehensive recruitment plan.

4. Supervise the on-going activities of the Central Admissions Office, including the processing of admissions applications, implementation of the CARS inquiry system, creation of student records, and evaluation of transcripts for transfer credits.

5. Work closely with the Vice President for Marketing and Public Affairs, the Executive Director of Marketing, and the Executive Director of Publications to plan and implement effective marketing strategies and recruitment publications.

6. Develop and maintain effective relationships and communication with all Suffolk County school districts, the wider educational community, and other appropriate organizations and agencies.

7. Work with the Office of Institutional Research to coordinate research activities and the collection and analysis of data in the admissions/enrollment management areas.

8. Coordinate the hiring, supervision, and evaluation of all personnel assigned to the Central Admissions Offices; prepare and manage the budget.

9. Serve on the College Scholarship Committee and coordinate scholarship programs for incoming students.

10. Maintain active communication with all campus and college offices involved in enrollment management activities.

11. Assist the Vice President for Student Affairs in the coordination of commencement exercises.

12. Perform other related duties as assigned by the Vice President for Student Affairs.