



## JOB OPPORTUNITIES

### Director Adult, Graduate and Seminary

**Posted August 21, 2018**

The Director of Adult, Graduate and Seminary Admissions will be a dynamic, engaging, innovative enrollment leader who directs a talented staff of admissions professionals to meet admissions and enrollment targets for graduate, seminary, and post-bachelor programs at Capital University. This position will advise prospective students; develop and lead, recruitment, admissions, and enrollment strategies and processes to meet program goals; effectively manage operating budgets; strategically develop pipeline objectives and appropriately administer/disburse resources to ensure targets are met; analyze and manage critical data for reporting and rankings; and provide input on market demand. The Director will be committed to a high ethical standard, diversity and inclusion; and will foster strong working relationships with internal and external stakeholders to achieve institutional goals.

#### **Responsibilities:**

- Supervises admissions counselors and student workers; evaluates, trains, and coordinates their activities.
- Organizes, manages and develops, special recruiting and yield events on and off campus.
- Works closely with the Academic Strategic Enrollment Management Committee and appropriate academic leaders and departments on the development of new programs as well as changes to existing programs; examines current processes and procedures to determine ways to improve productivity and meet enrollment goals.
- Provides continuous outreach to potential candidates including writing letters, emails and postcards, making telephone calls, text messages, and using social media to encourage prospective students to visit, apply, or enroll at the university.
- Works closely with the Integrated Marketing team regarding the development of new recruitment materials and publications; develops and oversees the implementation of comprehensive communication plans which has components to specifically target student populations.
- Runs and analyzes weekly and monthly statistical reports; generates statistical report for university fact book that is used by offices throughout campus.
- Stay current with the newest trends and approaches to the recruitment of students by reading articles, books and attending conferences.
- Oversees execution of Budget – both operational and personnel.
- Determines decisions and analyzes data on the retention of students; works with appropriate personnel to determine admission decisions for borderline application files.
- Professional Development – participates with appropriate committees and professional organizations throughout Ohio and nationally as appropriate; works with consultants for Graduate SEM and other areas on campus.

#### **Qualifications:**

- Master's degree (M. A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.
- Motor vehicle license is required.
- Ability to travel, as well as work evening and weekends.
- Excellent skills in Microsoft Word and have the ability to learn Excel, Access, PowerPoint, Outlook, Publisher, Slate, and Colleague.
- Attention to detail and the ability to manage multiple priorities and establish departmental goals.

Capital University is committed to increasing the diversity of the Capital community and curriculum. This commitment includes Capital's dedication to the development of faculty and staff who are committed to inclusive practices in teaching, learning, working and all other campus and community interactions. Candidates who can contribute to that goal are particularly encouraged to apply. Capital University offers a rich benefits package that includes medical, dental, vision, retirement, family education benefits, short-term and long-term disability, life insurance and free parking.

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**Send cover letter and resume electronically to:** [enrollmentsearch@capital.edu](mailto:enrollmentsearch@capital.edu)

**For more information on Capital University, visit our website at** [www.capital.edu](http://www.capital.edu).

Please complete the optional confidential data survey at: <http://www.zoomerang.com/Survey/WEB22A2B2784NM>

Capital University is an equal opportunity employer, and supports a diverse and inclusive campus community. Capital University does not discriminate on the basis of race, color, national or ethnic origin, sexual orientation, religion, sex, gender, age, disability, veteran status, or other characteristics protected by the law.