



Position Description Assistant Director of Admissions

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter,
3. Resume/curriculum vitae,
4. Three references,
5. Desired salary (may be entered on application)
6. Please email your application materials to hr@kwu.edu.

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts as soon as possible.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION: Assistant Director of Admissions

POSITION'S MAJOR OFFICE : Advancement, Admissions, MARCOM

MAJOR OFFICE RESPONSIBILITIES: The Advancement and Admissions Office advances the mission of Kansas Wesleyan University through exceptional marketing and communications, student-centered recruiting, and donor-centered fundraising activities.

POSITION'S DEPARTMENT: Admissions Department

POSITION'S DEPARTMENT RESPONSIBILITIES: The purpose of the Admissions Department is to recruit, admit and enroll prospective students in becoming members of the Kansas Wesleyan University community. The Department is responsible for conducting all activities to accomplish enrollment goals set by the institution.

POSITION'S DIRECT SUPERVISOR: Director of Admission

DATE POSITION LAST REVIEWED OR ANALYZED: September 2024, Director of Graduate Admissions and Corporate Relations and Human Resources.

POSITION'S EMPLOYMENT STATUS: Full-time, Exempt, Staff, At-Will.

POSITION'S SALARY OR SALARY RANGE AND BENEFITS: Final salary is dependent upon the successful candidate's experience and qualification. Full-time benefits as outlined in the university benefits package found on the university's job website.

POSITION INFORMATION

POSITION'S SUMMARY: The Assistant Director of Admissions is a strategic, professional and creative leader responsible for assisting and executing the strategic recruitment plan for KWU. We're seeking an outgoing, organized, seasoned admissions professional, who understands the importance of relationship management and values the small details that make a big difference in the student recruitment experience.

POSITION WORKS WITH: All employees of the University to include administrators, staff, faculty, and students

POSITION'S STAFF AUTHORITY: Assists with the Admissions Counselors, Admissions Office Managers, Data Processors, Graduate Assistants/Interns, and Student Ambassadors.

POSITION'S BUDGET AUTHORITY: None

POSITION'S PHYSICAL WORKING CONDITIONS: Ability to operate a motor vehicle, travel as much as 500 miles in one day, and carry catalog cases weighing up to 50 lbs.

JOB'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None

POSITION'S EQUIPMENT: University phone system, University computer system, desktop computer.

POSITION'S WORK SCHEDULE: A flexible work schedule of approximately 40-45 hours per week, plus additional hours as required by the university and group needs, including nights and weekends at university/ student recruitment events.

POSITION'S TRAVEL REQUIREMENTS: College fairs, recruitments events, and admissions gatherings in Kansas and other surrounding states.

POSITION DUTIES AND PERFORMANCE STANDARDS

POSITION'S ESSENTIAL DUTIES:

- Acts as lead admissions recruiter for specified Kansas counties.
- Develops and executes plans to enhance relationships with high school counselors and high school administrators within specified Kansas counties.
- Assist in the management and coordination of the Salesforce platform.
- Maintain open lines of communication with KWU community and external community
- Serve on committees as assigned by KWU leadership.
- Assist with the overall recruitment procedures including coordination of all recruiting efforts across campus.
- Assisting with the leadership for the admission staff, including training and evaluation, that enables these team members to positively contribute towards all actions delineated in this position description.
- Promotes the University and attracts new students by maintaining working relationships with other University departments, working especially closely with the Alumni, Athletic, Public Relations, and Student Financial Planning Offices.
- Present the school to prospective students and parents, which includes systematic and efficient handling of applications and communication with candidates and their parents; tours of the Institution; interviews with candidates and their parents; arrangements for admissions testing; securing of necessary student credentials; and communicating final decisions to the appropriate individuals.
- Welcomes prospective students, parents, alumni and donors to KWU during individual visits and events.
- Works with Student Financial Planning to help determine scholarship recipients.
- Assist Vice President of Advancement, Admissions Directors, and MARCOM as assigned
- Other duties as assigned

POSITION'S OTHER DUTIES

Performs other appropriate and reasonably required duties as assigned by the position's supervisor.

POSITION'S PERFORMANCE MEASURES AND STANDARDS: Actual performance standards for each measure will be set at least annually after consultation between the job holder and their direct supervisor based on the job holder's existing qualifications and experience.

POSITION QUALIFICATIONS

EDUCATION:

- MINIMUM REQUIRED: Bachelor's Degree
- PREFERRED: Master's Degree

CERTIFICATIONS AND LICENSES:

- MINIMUM REQUIRED: None

WORK EXPERIENCE:

- MINIMUM REQUIRED: 2-4 years of recruitment and admissions experience in higher education.

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES:

- Meticulous attention to detail
- Excellent verbal, written and interpersonal communication skills
- Creative problem-solving skills
- Ability to present a professional image and strong work ethic
- Ability to multi-task
- Passion for customer care
- Ability to exercise sound judgment, remain calm and pivot smoothly under pressure
- Strong organizational skills and ability to attend to multiple tasks
- Ability to work with a team as well as independently
- Ability to travel
- Competency with standard Microsoft programs, LinkedIn and other social media platforms

NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an "at-will" employee.
3. All employees of Kansas Wesleyan University are considered "responsible employees" pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. To fulfill its mission as a United Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the Institution's mission.
5. All "offers of employment" are subject to a criminal background check prior to employment.