



Job Title: Director of Admissions

Position Summary:

Lead the development and operation of a robust, creative, industry-leading recruitment model for undergraduate admissions. Develop and implement successful strategies that lead to meeting aggressive enrollment goals with creativity, persistence, personal appeal, excellent service, and a compelling message. Provide leadership in maintaining an organized flow of data and communications to internal and external constituents.

Reports to: Vice President for Enrollment Management

Successful candidate will affirm and support the Mission, Vision, and Statement of Faith of Montreat College as found here: <https://www.montreat.edu/about/mission/>

Responsibilities:

Essential job responsibilities include but are not limited to:

Promote Montreat College to qualified prospective students and to the people who influence them. Identify target schools, organizations, programs, etc. for recruitment outreach.

In collaboration with the VP, hire and train new admissions counselors, recruiters, and event/visit coordinator. Provide ongoing supervision, development and motivation of the admissions staff and off-site regional representatives, ensuring that their work activity leads to meeting or exceeding recruitment and enrollment goals.

Ensure representation and assign coverage at college fairs, recruitment events, etc.

Lead the development and implementation of annual recruitment and communication plans, with a focus on continuously improving the recruitment and enrollment process.

Work closely with MarComm on the development and maintenance of all print and web collateral and promotional items used in recruitment.

Coordinate the efforts of recruitment staff with data entry management and systems in the admissions, financial services, and registrar's offices.

Track team and individual progress toward established goals and provided regular reports to enable staff to function with optimal clarity and focus.

Serve as leader and project manager for the COMPASS summer immersion program.

As needed, evaluate applications for admission according to established institutional criteria. Approve completed applications in the absence of the VP.

Secondary job responsibilities include but are not limited to:

Assist with special campus events involving prospective students and their families.

Assist with miscellaneous departmental duties as assigned.

Qualifications:

Minimum Education and Experience:

Bachelor's degree required

Admissions experience strongly preferred

Demonstrate and articulate a personal Christian faith

Knowledge, Skills and Abilities:

Strong desire to promote Christ-centered higher education

Ability to perform in a fast-paced, high-performing, goal-oriented environment

Ability to set and achieve individual goals connected to the mission/vision of the college and the department

Excellent written and verbal communication skills

Ability to interact with a variety of individuals in a professional, courteous and tactful manner

Ability to demonstrate organizational and management skills

Ability to work independently without close supervision

Ability to obtain and maintain a valid driver's license

Ability to travel within assigned areas

Ability to prioritize tasks, completing them accurately and in a timely manner

Ability to maintain a flexible schedule, working some evenings and weekends

Knowledge and understanding of technology

Application Requirements:

1. Complete [application](#).
2. An updated resume.
3. Personal statement of Christian faith.
4. Three professional references.

Email to: EMjobs@montreat.edu

About Montreat College:

Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the main campus. The College is committed to Christ centered teaching and learning and is a member of the Council for Christian Colleges & Universities.