



POSITION TITLE: Director for Admissions

Job Code: 11120

POSITION DESCRIPTION:

With minimal supervision from the Vice President for Student Affairs, the Director for Admissions is responsible for leading admissions operations, overseeing recruitment, enrollment, and compliance while managing staff, budgets and strategic initiatives.

- Supervising the Admissions Office and maintaining a high-performance environment characterized by positive leadership, strong team orientation, and a dedication toward providing outstanding customer services on a daily basis.
- Evaluating employees at scheduled intervals upon reviewing of all relevant information
- Executing and serving as the point of contact for the admission process for all competitive admission programs
- Overseeing efforts of and training personnel for the use of the customer relationship management tool
- Planning and managing activities to achieve recruitment and enrollment goals for new and re-entering students
- Processing student applications for acceptance and admission
- Serving as a key leader in the management and implementation of high school initiatives
- Developing and implementing a comprehensive recruitment and communication plan
- Assisting in marketing and public relations activities
- Creating an annual budget and planning for respective unit
- Providing information by telephone, electronic and written correspondences, and in person inquiries to interested parties regarding application procedures and admission requirements
- Assisting with the design and execution of special events, projects and activities

COMPETENCIES:

- Administrative skills
- Ability to work with a diverse group of individuals
- Skill in using relevant computer software
- Decision-making and problem-solving skills
- Oral and written communication skills
- Ability to work effectively with minimal supervision and to manage multiple assignments
- Skill in the training of personnel

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university
- Three (3) years of work-related experience

Note: Experience may substitute for the degree on a year-for-year basis

PREFERRED QUALIFICATIONS:

- Master's degree from an accredited college or university
- Experience working with Ellucian products and/or Salesforce products (specifically TargetX)



- Proficient with technology and Microsoft Office Applications
- Experience in a higher educational environment preferably in student affairs or enrollment management

SALARY/BENEFITS:

Commensurate with qualifications. Benefits include paid state holidays, annual and sick leave, retirement options, and the State of Georgia Flexible Benefits package.

APPLICATION DEADLINE:

Open Until Filled

TO APPLY:

Please submit an online application using the OTC online job center website. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application for faculty positions. Official transcripts are required to be submitted to HR upon acceptance of a written job offer. For more information, please contact the Executive Director for Human Resources at 912.871.1801 or employment@ogeecheetech.edu.

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

Ogeechee Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

The following person(s) have been designated to manage inquiries regarding the nondiscrimination policies:

- Christy Rikard, Vice President for Student Affairs, Ogeechee Technical College, One Joseph E. Kennedy Blvd., Office 198C, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486.7607, crikard@ogeecheetech.edu
- Sabrina Burns, ADA/Section 504 Coordinator, Ogeechee Technical College, One Joseph E. Kennedy Blvd., Office 711, Assessment Center, Statesboro, GA 30458, 912.486.7211, sburns@ogeecheetech.edu