



DIRECTOR OF ADMISSIONS

Crummer Graduate School of Business

Location: Winter Park, Florida

Closes: Open Until Filled

Rollins has been recognized in the Great Colleges to Work For 2010 rankings released by The Chronicle of Higher Education. The only Florida institution to garner a top 10 distinction, Rollins was listed in the Honor Roll (top 10) for medium-sized (3,000 to 9,999 students) four-year institutions. The Chronicle's Great Colleges to Work For program recognizes small groups of colleges (based on enrollment size) for specific best practices and policies, such as compensation and benefits, faculty administration relations, and confidence in senior leadership. Rollins was recognized in 11 survey categories: overall job satisfaction, teaching environment, facilities and security, employee benefits (tuition reimbursement, 401 and 403, vacation/PTO, disability insurance, life insurance), professional development, fair treatment, and tenure process.

Rollins ranks 6th best in the Orlando Sentinel's 2010 Top 100 Companies for Working Families annual competition. Compiled by the Orlando Sentinel and published in the newspaper's Florida magazine special section, the Top 100 list honors the local companies who are most committed to family-friendly benefits.

Rollins is seeking a **Director of Admissions** to take responsibility for the day-to-day management of admissions office which includes the Early Advantage, Professional and Saturday MBA programs. Candidate will work closely with the Assistant Dean to ensure successful implementation of admissions strategy, and recommend adjustments when needed to achieve desired outcomes. Responsible for recruitment, outreach, admissions and office operation within the admissions office.

Principle Duties and Responsibilities:

Assists the Assistant Dean in periodically reviewing the program's strategic goals, and objectives; work with Assistant Dean by providing fiduciary oversight of department spending; proactively recruit, interview and evaluate prospective students in order to recommend for admission into one of the MBA programs while adhering to all applicable laws as they relate to conducting legally defensible interviews; work with Assistant Dean to promote the MBA programs through relationship with corporations while simultaneously building partnerships with other academic institutions; represent the MBA programs at recruitment-related events/functions, as well as at meetings of MBA professional organizations; must be able to travel and participate in graduate school fairs and other recruitment-related events (local, domestic and international) to recruit students, work flexible hours which includes evenings and weekends, conduct interviews in person and by phone, and work in a fast paced environment; represent the college through community and industry involvement in order to maintain and enhance the reputation of the Crummer Graduate School of Business and to enhance minority/female recruiting efforts; must exercise sound judgment and decision-making by ensuring interpretation and communication of policies and procedures are consistent and accurate; experiencing protecting student confidentiality and sensitive materials; evaluate applications and make recommendations to the Admissions committee; oversee processing of applications, decision notification, mailings, etc.; oversee follow-up efforts with admitted applicants (phone calls, campus tours, arranging visits

and appointments with faculty); oversee database tracking of prospect and applicant pools; consistently monitors program enrollment; work closely with the International Student Services Coordinator to ensure compliance with immigration regulations on visa issues for incoming international students; work with all levels of staff and faculty to ensure compliance with recruitment and school policies; provide direct supervision and guidance to: two (2) assistant admissions directors, admissions manager, and an admissions coordinator; complete special projects and reports for Assistant Dean as requested; must possess a valid Florida driver's license, accessible transportation and acceptable driving record to attend work-related events; perform additional related activities as assigned.

Qualifications:

This position requires a Bachelor's degree (Master's degree preferred); four years' work experience with demonstrated success in recruitment or related field (preferably in an educational or corporate environment.)

Knowledge, Skills and Abilities:

Excellent interpersonal skills, including the ability to positively interact with individuals on all levels to achieve common goals (students, parents, faculty, staff, etc.); strong organizational and problem-solving skills; must be able to implement "state-of-the-art" recruitment strategies, effective planning and strong managerial skills required; ability to communicate effectively both orally and in writing, strong public speaking and presentation skills; ability to contribute ideas to improving internal processes; knowledge of budget management and basic accounting concepts; strong time management skills and the ability to effectively manage multiple priorities.

Applications instructions:

To ensure that each application receives the attention and consideration it deserves, we require that all persons interested in this position complete all of the following steps in our standard application procedure:

- Complete our online staff application, www.rollinsjobs.com
- Answer the four supplemental questions on the staff application.
- Include a cover letter and resume with staff application.

Through its mission, Rollins College is committed to creating a fully inclusive, just community that embraces multiculturalism; historically under-represented groups are encouraged to apply. The College's equal opportunity policy is inclusive of sexual orientation, gender identity, and expression. Rollins offers domestic partner benefits.