

ASSOCIATE DIRECTOR OF ADMISSIONS

ADMISSIONS OFFICE

Description: Associate Director of Admissions is responsible for managing and implementing the undergraduate admissions and recruiting programs. Plans, administers, trains on, and participates in freshmen and transfer recruitment. Manages the Admissions publications, social media, and promotional ordering. Directly supervises the recruitment staff. Contributes to accomplishing University enrollment objectives by developing and implementing strategies for recruiting and enrolling new undergraduate freshmen and transfer students. Reports to the Executive Director of Admissions.

Minimum Requirements: Bachelor's degree and at least 3 years of related experience in student services programs; or any satisfactory combination of experience and training which demonstrates knowledge, skills and abilities to perform the job duties. A valid driver's license and safe driving history are required. Must have strong skills in providing excellent customer service and demonstrate strong ethics.

Preferred Requirements: Master's degree and previous supervisory experience.

Knowledge, Skills and Abilities: Broad knowledge of admissions and recruitment functions is essential. Knowledge of higher education processes, supervisory and personnel practices, communication techniques, and software programs is desired, a general knowledge of record-keeping, data processing, and computer applications. Ability to communicate effectively, both orally and in writing, provide excellent customer service, operate in a challenging and stressful environment, as well as work independently to meet deadlines.

Hire Range: \$46,000- \$52,000

University Hours: 8:00am – 5:00pm, Monday – Friday

Position Work Hours: 37.5 hours per week.

To include occasional nights and weekends

Class Code: CB75 – **State Title:** Student Services Manager I

Position #: 000000 – **Band:** 06

Search openings at careers.sc.gov

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Fringe Benefits**



Applications must be submitted online at www.careers.sc.gov. Receipt of individual applications not acknowledged. See position status at www.lander.edu/hr. Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.



Lander University is committed to equal opportunity employment and being an employer of choice. Lander believes that corresponding differences within the faculty and staff, whether based on ethnicity, race, gender, religion, age, or other experiences, are tremendous assets to the role of Lander as an educational institution and within the community, region, and state. Moreover, Lander is an Affirmative Action/Equal Opportunity Employer. As a result, it is the policy and commitment of Lander that it will not discriminate based on race, color, religion, sex, national origin, age, disability or other protected characteristics.

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