VSC
VERMONT STATE COLLEGES

Job Classification Description

ASSOCIATE DIRECTOR OF ADMISSIONS   Grade 13
VSC UP – SUP Bargaining Unit   EXEMPT

BASIC FUNCTION
To coordinate and oversee one or more primary or specialized functions of the Admissions Office to assist the Director with a specific of admissions planning and office management and to serve as a student recruiter as needed

CHARACTERISTIC DUTIES & RESPONSIBILITIES
- Coordinate and oversee a principal or specialized admissions function for example research planning and organize travel schedule for the admissions staff coordinator re arrangements planning and coordinate a re ng program for non traditional students coordinate carry out the review of transfer applications planning and organize roles specific admissions events such as coordinate admissions programs no longer an
- Create edit proof copy for design forms for and or coordinate the publication of roles admissions publications or admissions related portions of College publications
- Assist the Director with a specific of admissions planning and office management when in one or more key areas of admissions are responsibility such as budget development and admissions staff never eng hiring training supervision and evaluation development open period and evaluation and revision of operating policies procedures for standards systems co plng d a for and preparing roles reg and special admissions reports
- Act on behalf of the Director in his her absence
- Represent the College as a student recruiter at high schools and college fairs and so forth
- Interview students applying for admission to the College
- Review applications and recommend action
- Represent admissions on roles College committees
- Keep aware of current College programs policies and procedures

Assoc_ate D_rec_or Ad__ss_ons
P_ge

SUPERVISION RECEIVED

D_rec__on_s rece__ed fro_ _he D_rec_or of Ad__ss_ons

SUPERVISION EXERCISED

P_r___f_nc__on_ _nd _d__ns_r___es _per__s_on of Ad__ss_ons s_ff__e__ers

MINIMUM QUALIFICATIONS

B_che_ors degree __ h__ _s_ers degree _n s__den__ personne_ ser__ces or o_her
__propr___ed sc_p__ne_ des__r___e p__s f__e or __ore ye___s of re__ __e __per_ence _n
h_gher ed__c___on __d __n__s_r___on _nc_d_ng __e s___ o_ye___s of __d__ss_ons
__per_ence or __co___n___on of ed__c___on __nd __e__per_ence fro_ __h_ch co__p_r___e
__no__edge __nd s__s_e___e_____