



Job title	Director of Admissions
Reports to	<i>President of Centurion International University</i>

Job purpose

This position reports to the President assisting with all aspects of the admissions and recruitment process. In addition, she/he is responsible for the internal department management of admissions print publications, advertising, and marketing efforts in coordination with the director of marketing.

Duties and responsibilities

May include, but not limited to the following:

- Meet enrollment goals for assigned target recruitment area
- Travel on behalf of the Institution for recruitment and other related events
- Speak publicly to individuals, groups on and off campus
- Develop and maintain close working relationships with key secondary school constituents.
- Assist in the development and maintenance of the admissions office's recruitment and marketing plan with the purpose of promoting the Institution's visibility and general recruitment efforts.
- Assist in the development, maintenance and execution of the department's communication plan to prospective and admitted students.
- Evaluate and execute admission decisions on applicant files
- Supervise and manage the support staff of the department
- Develop and monitor statistical reports to enhance recruitment strategies, yield management, forecasting, and operational efficiency.

ADDITIONAL DUTIES

*Performs other duties as requested

Qualifications

- Appropriate experience in a sales, customer service, or management position.
- Registration or licensure may be required pursuant to applicable state regulations and/or standards of accreditation.
- Experience with Microsoft Windows and related software (Word, Excel, PowerPoint)/Internet savvy.
- Superior language ability/interpersonal communication skills.
- Exceptional customer service/sales skills.
- Solid logic/reasoning ability and organizational skills.
- Willingness to work some evenings and/or weekends.
- Ability to work in a fast-paced environment.
- Extensive phone work involved.
- Admissions Training Program
- Flexibility and a high level of integrity are mandatory