



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION:	Director of Admissions
LOCATION:	Office of Enrollment Services Campus may vary based on the needs of the department
REPORTS TO:	Associate Dean of Enrollment Services
GRADE:	BOG 16
WORK SCHEDULE:	Non-Standard, 35 hours per week
SUPERVISES:	Professional and support staff

ABOUT CCRI:

The Community College of Rhode Island is the state's only public comprehensive associate degree and certificate-granting institution. We provide affordable open access to higher education at locations throughout Rhode Island. Our primary mission is to offer recent high school graduates and adult learners the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs.

At CCRI, we are committed to building an inclusive and diverse campus community. We strive to hire and retain culturally competent faculty and staff members who reflect the demographics of our state and our increasingly diverse student population.

We believe that our diversity is our strength. We celebrate, support and thrive on the diverse experiences, backgrounds, and perspectives that are represented across our four campuses.

We are OneCCRI, working together to prepare learners to achieve their highest potential.

To learn about what employees value at CCRI and what it means to work here, please read about our Guiding Principles and watch videos of our employees doing what they do best: <https://www.ccri.edu/equity/culture/guidingprinciples.html>

JOB SUMMARY:

The Director of Admissions provides leadership for the formulation, coordination and implementation of the Admissions Policies of the College, is responsible for the development of programs and materials for prospective students and develops, maintains and facilitates professional relationships with secondary schools. In addition, he/she is responsible for staff training, budgeting and overall supervision of the admissions process including freshman, transfer, readmit programs, policies and procedures.

DUTIES AND RESPONSIBILITIES:

- Develop and implement recruitment strategies and direct all phases of admissions. Coordinate admissions activities with the functions, policies and procedures of other administrative offices, academic departments, committees and personnel.
- Provide leadership in the formation and/or revision of all policies related to the admission status of freshman, transfer, and readmit students and communication of such policies to on campus and off campus constituencies.
- Select, train, supervise and evaluate the Admissions professional and support staff.
- Assume responsibility for communication procedures for prospective students.
- Prepare and manage the operating budget for the Admissions Department.
- Manage complex information and data which enhances the recruitment and yield efforts of the College.
- Prepare and analyze statistical reports.
- Assist in the development of computerized systems that service the students and enhance the functions of admissions.
- Oversee the development of transfer articulation agreements.
- Oversee the maintenance of the Admissions Web Site.
- Responsible for the development of Admissions' publications and recruitment materials.
- Direct the administration of the College's Presidential, Running Start and High School Enrichment Scholarship Programs including the awarding of monies.
- Serve as liaison to administration, faculty, staff and other organizations.
- Be active and remain current with relevant professional organizations.
- Participate on College committees as assigned.
- Other related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Working knowledge of computers and related software; use of other office equipment. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

- Master's degree required.

- A minimum of 5 years of experience in the administration of an admissions office primarily at a community college or university level in a multi-campus environment required.
- Full-time experience at or above the Associate Director Level preferred.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

- Ability to represent the College positively and effectively with prospective students, faculty, staff, alumni, media, and the public.
- Ability to write and speak effectively.
- Ability to travel and work non-standard hours as needed.
- Demonstrated commitment to providing student-centered services in a college or university setting.
- Effective problem solving ability.
- Excellent customer service.

CCRI is an Equal Opportunity / Affirmative Action Employer.

We recognize that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Title IX Coordinator at: TitleIXCoordinator@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:

<https://ccri.edu/campuspolice/pdfs/ASR-Final-92019.pdf>

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Knight Campus