

STERLING COLLEGE

Job Description Director of Admissions 2025

Reports to: Vice President for Enrollment Services

Classification: Full-time, exempt

Description:

The Director of Admissions oversees the daily operations of the Enrollment Services counselors related to the admissions processes and initiatives. This position will work closely with the VP for Enrollment Services to help develop and execute strategies to increase enrollment. The Director of Admissions will be responsible for overseeing the admissions process and help with developing policies that will find mission fit students.

Qualifications:

A qualified candidate must have a personal commitment to Jesus Christ and support the Christian character and mission of Sterling College. The candidate must also possess a clear understanding of and ability to articulate the essentials of a Christian liberal arts college.

- Excellent communication and organizational skills necessary.
- Detail oriented with ability to work accurately, as well as prioritize responsibilities.
- Ability to problem solve and think analytically, while working with a team to achieve goals.
- Demonstrated ability to make effective oral and written communications.
- Proficient computer skills – including the ability to learn and apply skills to new software programs.
- Experience working with an integrated student information or recruiting data system preferred.

Responsibilities:

- Develop and implement strategic recruitment plans to attract diverse applicants.
- Oversee the admissions process, ensuring compliance with policies and regulations.
- Analyze application data to assess trends and improve recruitment strategies.
- Actively engage the campus community in recruiting initiatives.
- Manage the enrollment services' counselor team, providing training and support to staff.
- Foster relationships with high schools and community organizations to promote the college.
- Manage/oversee the social media presence for the enrollment services office.
- Assist VP for Enrollment Services in developing and implementing strategies to achieve department goals.
- Any other duties as assigned.

Essential Job Functions:

- Must be able to push, pull, and lift a minimum of 25 pounds.
- Must be able walk up and down stairs.
- Be able to coordinate movement of the fingers and hands as well as have the adequate dexterity and strength to complete tasks.
- Be able to use upper extremities to frequently press against something with steady force in order to thrust forward, downward or upward.
- Frequently bend body downward and forward by bending spine at the waist.
- Be able to stand and move about regularly.

- Be able to sit for long periods of time.

Education/Experience:

- Bachelor's degree required or working towards a bachelor's degree.
- Experience preferred.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.