

POSTED: December 1, 2023

Director of Admissions
\$60,000 - \$65,000

Clinton Community College, a member of the State University of New York, is situated on the shores of Lake Champlain with panoramic views of the Adirondack Mountains and the Green Mountains of Vermont. The College's mission is to provide educational opportunities in an inclusive and safe environment that empowers individuals to create their own paths to personal and professional growth. The College strives to be diverse in ways that reflect the world in which we live and work. By being intentional about creating a strong climate of mutual respect and inclusiveness, we recognize that learning experiences will be broader, richer, and more meaningful for all members of our community.

The Director of Admissions reports directly to the President and will provide updates and reports to the President's Cabinet. The Director of Admissions is responsible for developing and implementing goals and strategies for achieving established enrollment targets, and for managing the Admissions Office and staff. This is a professional, twelve-month position. Some travel, evening and weekend hours are required.

RESPONSIBILITIES

1. Responsible for the overall management of the Admissions Office.
2. Supervise professional, clerical and student staff assigned to the Admissions Office.
3. Develop familiarity with the CAMS information management system and related Admissions functions.
4. Coordinate and implement the college's Enrollment Management Plan with faculty and staff.
5. Assess all recruitment initiatives and use information to refine and redirect admissions staff as appropriate.
6. Coordinate all domestic and international student recruitment efforts, including development of recruiting territories and appropriate recruitment goals.
7. Oversee the design of promotional literature and display materials for all recruiting efforts, ensuring proper coordination between Admissions and Public Relations Staff.
8. Oversee the development and implementation of campus visit days/Open House programs, etc.
9. Prepare, monitor, and manage annual departmental budget.
10. Perform recruitment travel as needed.
11. Develop and maintain strong relationships with constituents such as area high schools and community organizations.
12. Attend conferences, meetings, and other events as necessary to maintain knowledge of existing and new admissions and recruiting policies, practices, and procedures.
13. Participation in college committees and workgroups.
14. Perform other duties as assigned by the President.

QUALIFICATIONS

Bachelor's degree and experience in college admissions work required; master's degree preferred. Must possess knowledge of student admissions, marketing, and recruitment. Knowledge of best practices/legal issues in the field of admissions is expected. Outstanding writing and communication skills and demonstrated administrative and supervision experience are expected. Must be able to articulate the mission of a community college and maintain strict confidentiality of student records.

To apply:

The search will remain open until the position is filled. Please submit a letter of application, resume, and CCC application available on the Clinton Community College website under Employment at the bottom of the page: [Microsoft Word - Professional Application 2017 \(clinton.edu\)](#)

Please email your application materials to:

hr.recruiting@clinton.edu

Clinton Community College

136 Clinton Point Drive, Plattsburgh, New York, 12901

Clinton Community College, a member of the State University of New York System, is an Equal Opportunity/Affirmative Action employer and complies with ADA requirements. Consistent with the Americans with Disabilities Act, applicants needing reasonable accommodations during the employment process should advise HR as necessary.