



POSTED: March 21, 2023

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

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**

Minimum of a bachelor's degree, master's preferred. Experience in College Admissions work is preferred. Other management and leadership experience will be considered. Possessing knowledge and experience in the areas of student admissions, marketing, recruitment, and retention is also preferred. Knowledge of best practices/legal issues in the field of Admissions will be highly considered. Outstanding writing and communication skills and demonstrated administration and supervision experience are expected. Must be able to articulate the mission of a community college and can 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](mailto: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.*