



Director of Admissions

About Erskine College

At the heart of Erskine College is its Christian identity. The college's mission is to equip students to flourish by providing an excellent liberal arts education in a Christ-centered environment where learning and biblical truth are integrated to develop the whole person.

Description

The Director of Admissions of Erskine College shall seek to implement the Christ-centered vision of the college as laid out in the college's mission by utilizing practices and strategies that align with the recruitment of best-fit students to the institution. The Director of Admissions will lead the admissions staff by casting vision, setting goals, and overseeing the day-to-day operation of the department. This position reports to the Vice President of Enrollment.

Responsibilities

- Work with the Vice President of Enrollment to oversee the admissions process of the college at both the undergraduate and graduate levels.
- Manage and direct day-to-day operations of the admissions office, including recruiters, navigators, and support staff.
- Develop and oversee the implementation of admissions strategy and tactics as well as admissions-related publications and promotional material in both print and online formats.
- Coordinate and manage the responsibilities of the admissions staff including recruitment territories, recruitment events, and attaining annual recruitment goals.
- Collaborate with various departments to increase student enrollment and retention.
- Coordinate training for admissions staff.
- Assist in managing the current Customer Relationship Management (CRM) software and Student Information System (SIS) software.
- Other duties as assigned.

Qualifications

- Personal relationship with Jesus Christ as well as a commitment to Erskine's Statement of Faith and Core values.
- Commitment to Erskine's Vision and Mission.
- Provide spiritual guidance, prayer, and support to students and staff.
- Bachelor's degree required; masters preferred.
- At least 3-4 years in admissions work, preferably with experience as Director or Assistant

Director.

- Excellent verbal and written communication skills, organizational skills, attention to detail, and analytical skills.
- Excellent interpersonal skills; ability to prioritize and manage activities; ability to lead and manage the admissions team.
- Ability to work independently as well as part of a team.
- Ability to assemble, maintain, and lead a cohesive team
- High level of academic and personal integrity.
- Knowledge of enrollment trends and best practices.
- Creative problem-solving skills.
- Strong computer skills in Microsoft Office, including Word and Excel, Google Suite, social media, and enrollment software.

Application Process

To ensure full consideration, interested candidates should complete the [online application](#). The online application includes a link to upload a letter of application, a resume, and a list of references