Job Description

Job Title: Director of Admissions and Enrollment, College of Nursing
Prepared by: Dean, College of Nursing
Location: Henderson
 Reviewed by: Human Resources
Unit: College of Nursing
 Approved by: Dean and Chancellor
Reports To: Dean
Approved by: Dean and Chancellor
FLSA Status: Full-time Exempt
Date: June 22, 2015

General Description
The Director of Admissions and Enrollment, College of Nursing will be responsible for managing the day-to-day operations of the College of Nursing recruitment, admissions and enrollment processes for all nursing programs in Henderson, NV and in South Jordan, UT. The Director shall identify strategic markets to recruit students and to manage the admissions and enrollment process.

Responsibilities and Duties
Responsible for the enrollment management effort and process by planning, developing and coordinating policies and procedures to effectively recruit an academically and culturally diverse student body population, specifically:

Recruitment
- Develop recruiting goals, and strategies for the College of Nursing to meet enrollment targets.
- Provide effective coordination of recruitment activities for all nursing degree programs (College Fairs, Open Houses, Campus Tours, Website information, Social Media)
- Review and assist in the production of college brochures, posters, newsletters, ads, and promotional materials that pertain to student recruitment and marketing.
- Provide initial screening of applicants
- Create and maintain working relationships with external institutional representatives
- Develop and maintain articulation agreements with outside institutions
- Travel as needed for recruitment
- Format and edit recruitment reports/documents in a timely and efficient manner to include College of Nursing brochures, posters, newsletters, ads, and promotional materials that pertain to student recruitment and marketing.
- Other duties as assigned.

Academic Advising and Admissions
- Deliver small group and individual intake advising session to provide general information on the program, curriculum, policies, requirements and procedures for admission to prospective applicants (on a scheduled, walk-in, e-mail or telephone basis)
- Advise students attending classes at other institutions with short term and long term academic planning and researching course equivalencies to complete prerequisite requirements.
- Process applications of prospective nursing students including, preparing, creating and updating database for student information, GPA calculation, prerequisite/transcript evaluation, and student interview scheduling
- Other duties as assigned.

Enrollment
- Coordinate new student orientation
- Ensure students have met and submitted documentation of admission, financial aid and clinical requirements prior to deadlines
• Develop and maintain cooperative working relationships with Academic Affairs staff, faculty, Financial Aid Staff, and Professional staff to provide accurate information to prospective students and the public
• Make recommendations regarding the enrollment process, policy development and implementation and budget as it relates to the Admissions and Enrollment Office
• Other duties as assigned

Documentation and Records
• Responsible for the administration, security, confidentiality, and retention of student files
• Maintains appropriate documentation and records of Admissions data and history
• Perform graduation audits to ensure all students have met institution and state requirements for graduation
• Other duties as assigned

Administrative Responsibilities
• Provides oversight to all the campuses’ recruitment, advising, admissions and enrollment activities
• Coordinates the recruitment, advising, admissions and enrollment activities on all campuses to ensure support of the College of Nursing
• Oversees the recruitment, advising, admissions and enrollment activities performed by the Admission Specialists in the College of Nursing
• Ensures that the College of Nursing’s recruitment, advising, admissions and enrollment activities foster a respect for diversity and equity

Other
• Provides special project support to the Office of the Dean
• Serves on committees as needed

Skills
• Works effectively with students from diverse educational and socio-economic backgrounds
• Works in a professional and collegial manner with faculty, staff, and students. Works independently with little or no supervision
• Relies on experience and judgment to plan and accomplish goals.
• Able to effectively multi-task and meet deadlines
• Compile data for statistical reports

Minimum Qualifications
• Bachelor’s degree in Education, Marketing, Social Science or related field from an accredited college or university
• Master’s degree preferred
• At least two (2) years of experience in recruitment, admissions and enrollment in a higher education environment preferred
• Demonstrated knowledge of recruitment and enrollment processes
• Experience working with a diverse student population
• Managerial experience preferred
• Ability to work and communicate orally and in writing
• Intermediate level Microsoft Office skills
• Ability to establish and maintain effective working relationships with multiple constituencies
• Ability to travel 35-40% of the time.

Work Conditions
• Regular attendance is an essential function of the job.
• Work is primarily indoors, but requires the incumbent to be in an outdoor environment when traveling between local campus buildings, off campus.
• Performing duties and attending events during the evening and on the weekend may be required.
• Traveling off-campus to a local, state, regional and/or national event, as well as travel to other Roseman University of Health Sciences campuses or facilities is required.
• Incumbent may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among university personnel and/or students/residents.

Required Physical Abilities
• Ability to bend, stoop, reach, stand, move from one area of the building to another on a regular basis, sit and use a computer for a long period of time.
• Manual and physical dexterity needed to operate a computer keyboard and handle paper documents.
• Sufficient near vision acuity to read information appearing on computer display screen, hand-written forms, and printed on paper.
• Adequate hearing and verbal abilities to communicate effectively in person and by telephone.
• Ability to lift and carry a stack of forms and documents weighing up to 25 pounds.

I have read the above position description and have received a copy.

_______________________________________    _________________
Employee Signature        Date