

Position Description

The Admissions Director manages admissions operations which include arranging campus visit days and coordinating college marketing in high schools, colleges and youth related events. The Director also oversees services to prospective students and assists students through the admissions and financial aid process.

Essential Responsibilities

- Establishes and implements short and long range organizational goals, objectives, policies, and operating procedures; monitors and evaluates program effectiveness; affects changes required for improvement.
- Chairs the Web development team and works closely with the web designer to ensure a quality product.
- Designs, establishes, and maintains an organizational structure for the admissions office and staffing to effectively accomplish the organization's goals and objectives; recruits, employs, trains, supervises, and evaluates the staff.
- Develops and implements a comprehensive recruitment plan. Assists in marketing and public relations activities.
- Processes student applications for acceptance and admission into regular programs.
- Schedules and administers tests to applicants as needed.
- Develops and maintains working relationships, communications and contacts with faculty and staff as well as other agencies, consultants, legislators, general public, etc.
- Assists with the design and execution of special events, projects and activities.
- Creates and maintains a high performance environment characterized by positive leadership and a strong team orientation.
- Works with Noel-Levitz consultants on recruitment and marketing strategies.
- Reviews and recommends admissions processes and policies to the Enrollment Management Team of which s/he is also a member.
- Performs other duties and assignments as directed.

Qualifications

- Bachelor's degree with 3-5 years experience in college admissions or a related marketing field
- Experience in administration, computer systems, budget management, personnel and public speaking.

Lifestyle Standard

Recognize, understand, and agree to live by the moral and ethical standards of Bethany University as outlined in the Assemblies of God Statement of Fundamental Truths and the Bethany University Statement of Faith.

Salary/Compensation

This is a full-time position. Salary is commensurate with education and experience and includes a generous benefits package.

Application Process

Applicants, who meet the qualifications listed above, may submit a letter of interest and resume to Human Resources using the contact information listed below. The position will remain open until filled.

Contact information:

Melissa Richardson, Human Resource Manager
800 Bethany Drive
Scotts Valley, CA 95066
resumes@fc.bethany.edu

Bethany University does not discriminate on the basis of race, color, national origin, gender, age, or disability.