

**Position:** Director of Admissions

**Classification:** Administrative Staff, Exempt (full-time, 12 months)

**Department:** Admissions

**Immediate Supervisor:** VP for Enrollment

**Basic Function:** The primary objective of this position is to lead the Admissions team in all aspects of the enrollment strategies for prospective students to meet enrollment goals.

**Specific Responsibilities:**

1. Responsible for hiring, managing & developing Admissions personnel
2. Develop and implement marketing /materials that will drive new leads, inquiries and applications.
3. Ability to communicate and foster business relationships with key system and marketing vendors
4. Assist and support the day-to-day enrollment process to assist prospective students and their families through the application, acceptance, financial aid, deposit and registration as needed.
5. Travel: Represent York University at various events, includes professional development
6. Assist in managing and providing direction for all Admissions work-study students
7. Manage Summer Camp Counseling program
8. Liaison for Admissions with other campus departments

**Qualifications:**

1. Commitment to the mission of York University
2. Bachelor’s Degree required
3. 3 years’ experience in Admissions/Recruitment environment
4. Proficient in Microsoft Office (*Adobe Suite-Creative Cloud desired*)
5. Strong management/leadership abilities
6. Experience with developing marketing materials
7. Exceptional project management skills
8. Exceptional interpersonal-communication skills
9. Ability to work effectively in a challenging environment
10. Self-motivated

**Application Procedure**:

Applicants please submit resume, personal faith statement and response to our mission to:

David Odom

Vice President for Enrollment

**dodom@york.edu**