



Position: Senior Assistant Director of Admissions
Department: Admissions

Position Summary:

Admission professionals at Spring Hill College advance the College's Jesuit, student-centered mission by recruiting and enrolling prospective students in partnership with academic and administrative departments across campus. In addition to managing an assigned recruitment territory, the Senior Assistant Director contributes to admissions planning, provides leadership for designated enrollment initiatives, and supports the coordination of recruitment activities across the admissions team. The position reports directly to the Director of Admissions and is accountable for achieving assigned recruitment, conversion, and enrollment goals.

Essential Functions:

- Execute recruitment and enrollment strategies within an assigned territory.
- Conducts on-campus interviews and tours for campus visitors that may include but are not limited to youth groups, school groups, prospective students and their parents.
- Manages the recruitment process for assigned geographical territory in accordance with admissions best practices and institutional policies.
- Conducts off-campus visits and represents Spring Hill at secondary schools, churches, junior colleges, community organizations, and other institutions both within the assigned areas and at state and national admissions events.
- Conducts meetings with prospective students, and develops working relationship with high school guidance counselors, and other influencers in assigned territory.
- Partners with the Director of Admissions in the development, implementation, and assessment of recruitment strategies, counselor assignments, and enrollment initiatives. Monitors outcomes and recommends improvements designed to achieve institutional recruitment, conversion, and enrollment goals.
- Serves as a resource and mentor to admissions staff regarding recruitment best practices, territory management, enrollment communications, and student engagement strategies.
- Collaborates with the Vice President for Enrollment and Marketing and divisional leadership in the administration of scholarship programs, development of enrollment-related publications, and analysis of enrollment data to support institutional decision-making.
- Generates reports from the administrative database to inform decisions.

Required Knowledge, Skills, Individuals must possess these knowledge, skills and abilities, or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

- Viable candidates should be prepared to support and strengthen the Jesuit, Catholic mission of the College.
- Ability to lead projects and initiatives, coordinate the work of others, and contribute to the development and implementation of enrollment strategies. \

- Ability to become knowledgeable about all aspects of Spring Hill College including academic and co-curricular programs, administrative functions related to but outside of enrollment, and relevant College policies within two months after employment.
- Ability to become functionally familiar with applicable databases to perform all job functions in an accurate and timely manner.
- Demonstrated ability to exercise sound judgment, solve problems, manage multiple priorities, and achieve established recruitment and enrollment goals.
- Willingness and ability to travel during weekends and evenings, and beyond the normal 37.5-hour workweek.
- Demonstrated ability to analyze enrollment data and utilize findings to inform recruitment, conversion, and yield strategies.

Qualification Standards:

Minimum Qualifications:

- Bachelor's degree from an accredited institution
- Minimum of three years of progressively responsible experience in admissions, enrollment management, recruitment and marketing.

Preferred Qualifications:

- Experience managing projects, initiatives, or specialized enrollment programs is preferred.

Licenses:

- A valid motor vehicle driver's license

Other Considerations:

- This person is considered a responsible employee in accordance with College Title IX policies.

Send cover letter and resume to jgarcia@shc.edu

Spring Hill College is an Equal Opportunity Employer that values inclusion, respect, and the inherent dignity of every person, consistent with our Catholic, Jesuit mission.

The College reserves the right to modify, reassign, or eliminate job duties and responsibilities, or to combine positions, or portions thereof, at any time, with or without notice. This job description is not an employment agreement or contract.
