



Position: Director of Admissions, Full Time
Department: Enrollment Management and Marketing

Position Summary:

The Director of Admissions reports to the Vice President for Enrollment Management and Marketing. The Director of Admissions leads the recruitment and conversion of new students. The person in this role implements recruitment strategy, manages the admissions team, oversees the integrity of the application review process and admission decisions, and is responsible for the budget for the Office of Admissions.

Essential Functions:

- Lead and manage the admissions department, including supporting the development of and coordinating the implementation of admission strategies
- Oversee the recruitment and enrollment process, ensuring a positive and efficient experience for prospective students
- Develop and maintain strong relationships with prospective students, families, and school counselors
- Collaborate with internal teams, such as financial aid, event services, alumni affairs, marketing, career services, and international programs to ensure a seamless admission process
- Analyze enrollment data to identify trends and make data-driven decisions
- Provide regular updates and reports to the VP for Enrollment and Marketing on admission metrics and progress

Required Knowledge, Skills, Abilities:

- Familiarity with or sincere interest in learning about the mission of Spring Hill College and the meaning of a Jesuit education, thus enabling the employee to support and strengthen the Jesuit, Catholic mission of Spring Hill College.
- Proven ability to support and contribute to a culture of inclusion, equity, and respect for diverse backgrounds, perspectives, and traditions in alignment with SHC mission.
- At least six years of progressive admissions experience, including team management
- Documented success hitting enrollment targets across multiple cycles

Qualification Standards:

Minimum Qualifications:

- Bachelor's degree from an accredited institution
- Six years of progressive experience in college admissions with a minimum of 4 years in a leadership role
- Proven leadership and team management skills

- Strong strategic planning and organizational abilities
- Excellent communication and interpersonal skills
- Experience with CRM and admissions software
- Knowledge of current admissions trends and best practices
- Ability to analyze data and use it to drive decision-making
- Strong networking skills and existing relationships within the education community
- Strong leadership and management skills, with the ability to lead and motivate a team
- Excellent communication and interpersonal skills, with the ability to build and maintain relationships with stakeholders
- Excellent project management skills, with the ability to effectively prioritize and manage multiple projects simultaneously
- Supervisor and budget management experience

Preferred Qualifications:

- Master's degree
- 7+ years in advancement, including capital campaign leadership
- Demonstrated success working at a liberal arts mission driven institution.

Certifications and Licenses Requirements:

- Driver's License

Cover letter and resume should be sent to acash@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.
