

Position: Director of Admissions

Reports to: Dean of Students

Position Summary:

Directs and coordinates the admissions, records and registration programs of the Conservatory.

Minimum Qualifications:

1. Bachelor's degree.
2. Prior job experience with college admissions.
3. Excellent leadership and managerial skills and the capacity to supervise and lead an admissions team.
4. Effective verbal and written communication skill and the ability to speak publicly.

Responsibilities:

- ┌ Represent the Conservatory to individuals and groups both on and off campus.
- ┌ Assist in developing, maintenance and execution of the department's communication and marketing plan to prospective and admitted students.
- ┌ Evaluate and execute admissions decisions on the applicant files.
- ┌ Supervise and manage the support staff for admissions.
- ┌ Develop and monitor statistical reports to enhance recruiting strategies, yield management, forecasting, and operational efficiency.
- ┌ Maintain ethical admission practices which meet all regulatory agency and company standards and encourage a diverse student body.
- ┌ Perform any other duties as assigned by the Dean of Students.