

State of South Carolina
Director of Admissions and Recruitment

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| SALARY | Depends on Qualifications | LOCATION | Bamberg County, SC |
| JOB TYPE | FTE - Full-Time | JOB NUMBER | 153602 |
| AGENCY | Denmark Technical College | DIVISION | Student Svcs-Enrollment Management |
| OPENING DATE | 08/09/2023 | CLOSING DATE | Continuous |
| RESIDENCY REQUIREMENT | No | CLASS CODE: | CB75 |
| SLOT NUMBER: | 0001 | POSITION NUMBER: | 021275 |
| NORMAL WORK SCHEDULE: | Other | NORMAL WORK SCHEDULE (OTHER): | Monday - Thursday (8:00 am - 5:30 pm); Friday (8:30 am - 12:00 pm) |
| PAY BAND | Band 6 | OPENING DATE | 08/09/2023 |
| EEO STATEMENT | Equal Opportunity Employer | AGENCY SPECIFIC APPLICATION PROCEDURES: | Please complete the State application to include current and previous work history and education. A resume may be attached, but not substituted for completing work history and education sections of the application or to determine if an applicant has met the minimum qualifications and additional requirements for the position. Copies of unofficial college transcripts must be submitted for all positions that require a degree. Official transcripts will be required if offered the position. Denmark Technical College provides affirmative action and equal opportunity in employment for all qualified persons regardless of race, color, sex, - including the basis of pregnancy, childbirth, or related medical conditions, national origin, age, religion, or disability. |
| VETERAN PREFERENCE STATEMENT | South Carolina is making our Veterans a priority for employment in state agencies and institutions. | | |

Job Responsibilities

Denmark Technical College's Chief Admissions Officer/Director of Admissions and recruitment will be responsible for the ongoing recruitment, admission and enrollment of student. The Director of Admissions and recruitment will plan/coordinate and implements all application processes, to include online application and online communication process with planning, coordinating, and implementing all phases of the college's recruiting plan. Advises and provides guidance concerning the enrollment process, testing, career choices, financial aid, academic programs and policies to prospective students, applicants, parents, and the general public.

- Collaborates with staff who provide technical and configuration expertise for admissions and recruiting systems, with the Academic Operations team, and with key stakeholders.
- Aligns the operation of the recruiting and admissions systems with *Denmark Technical College Strategic Goal # 1 - Increasing Enrollment, Retention and persistence*.
- Manages admissions operations efficiently and accurately, responsive to the needs of a wide range of stakeholders.
- Implements and maintains internal systems of operation from recruitment, admission to enrollment ensuring the review and decide on applications for admission in a timely and efficient manner.
- Manages recruiting operations to ensure that recruiting communications are aligned with Denmark Technical College's strategic goals, optimize the connections made from recruitment activities, virtual and in person, and are responsive to recruiting goals and activities of degree programs and other stakeholders.
- Implements and maintains systems for processing lists of potential applicants from a variety of data sources.
- Implements and maintains systems to facilitate degree program engagement with CRM based resources.
- Ensures that communications from CRM system are timely, accurate, and directed at appropriate recipients.
- Promotes and facilitates the engagement of recruiting-active faculty with the resources and opportunities generated by recruiting activities.
- In coordination with Student Affairs team, implements communication and engagement plans for student on-boarding - activities to prepare admitted students to arrive on campus and join the Denmark Technical College community.
- Aligns activities with the goals of other Denmark Technical College stakeholders engaged in preparing new students, including Student Affairs and Academic Affairs.
- Coordinates communication plans and relevant procedures to ensure that new students will receive information needed to arrive on campus ready to participate in orientation and other start-up activities.

Minimum and Additional Requirements

Master's degree; or Bachelor's degree + 2 yrs. experience in admission and recruitment/enrollment management.

Preferred Qualifications

Master's degree in Student Services, Student Personnel, Guidance, or Counseling is preferred.

CRM Recruit, Colleague Elluican or related systems.

At least one year working experience in admission and recruitment/enrollment management.

Prior experience as a director or assistant director of admission and recruitment.

Must have excellent organizational and time management skills. Must be able to evaluate existing programs and activities and recommend new initiatives. Knowledge of guidance techniques that include admissions policies and procedures as well as administration and interpretation of a variety of assessment instruments.

Additional Comments

This position will require some evening, weekend work, and overnight recruiting travel. This position will sometimes require you to move up to 30 lbs. of recruiting material.

Agency

State of South Carolina

Agency

Denmark Technical College

Address

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Phone

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