



SHORTER COLLEGE JOB POSTING

Company: Shorter College

Job Title: Admissions Manager

Department: Enrollment Management

Status: Exempt

Start Date: Upon completion of Drug Test and Background Checks

Salary: Commensurate with education and experience

Location: North Little Rock, AR

Work Schedule: Full-time

SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Director of Enrollment Management, the Admissions Manager will be responsible for providing oversight for the admissions processing team. The admissions processing team ensures that all student applications are processed and that all records and documents are received to complete the application process. Creates systems to audit and ensure quality control of data input and data processing. Provides training and guidance for the Admissions Processors; Manage administrative functions to ensure smooth and efficient operations of the organization; Participate in strategic planning to create presentations for meetings to report data as needed; Creates an open and inviting experience for all incoming students into the Office of Admissions; Responsible for developing systems, policies and procedures for the accurate and timely input of applications in the Student Information System.

EDUCATION and/or EXPERIENCE: At least two years of experience in higher education (admission/recruitment) is preferred. A minimum of a Bachelor's Degree is preferred. Previous supervisory experience managing administrative staff responsible for data input is preferred.

LANGUAGE SKILLS: Strong technical skills and knowledge of Microsoft Office applications. Knowledge of database and LMS systems. Ability to effectively communicate in person and in writing and be able to speak publicly. Should have strong attention to detail, and the ability to organize effectively.

REASONING ABILITY: Strong organizational skills and ability to do workflow planning. Ability to manage productivity and improve quality.

CERTIFICATES, LICENSES, REGISTRATIONS: Not applicable

PHYSICAL DEMANDS: Not Applicable

WORK ENVIRONMENT: In an office environment on a college campus.

REQUIRED TESTING: Alcohol and Drug Test; Background Check

HOW TO APPLY: Applicants may submit a resume and cover letter to humanresources@shortercollege.edu