



# NATIONAL AMERICAN UNIVERSITY

## POSITION DESCRIPTION Colorado Springs Campus

To apply submit an employment application ([click here for application](#)),  
resume, and letter of interest to: **Campus Executive Officer**  
**1915 Jamboree Dr., Ste. 185, Colorado Springs, CO 80920**

- I. POSITION TITLE:** Assistant Director of Admissions
- II. EMPLOYEE CLASSIFICATION:** Administrative
- III. JOB CLASSIFICATION:** Non-Exempt
- IV. ACCOUNTABLE/REPORTS TO:** Director of Admissions with dotted line authority to regional vice-president of enrollment management (if applicable).
- V. POSITIONS REPORTING TO THIS POSITION:** All full- and part-time admissions representatives.
- VI. DUTY HOURS:** A minimum of forty hours per week, plus other hours as may be necessary to complete job duties. A combination of day, evening, and weekend hours may be assigned by the campus executive officer and hours may vary from time to time.
- VII. MINIMUM REQUIREMENTS:**

**EDUCATION:** Bachelor's degree required or equivalent business-related experience; master's degree preferred.

**EXPERIENCE:** Minimum two years higher education or management-related experience or a combination of both required.

**PHYSICAL:** Reaching, bending, dialing, writing, sight, talking and hearing capability; ability to exert force to lift, move and/or carry objects up to 20 lbs.

**SKILLS EXPECTATIONS:** Excellent organizational, interpersonal and communication skills; goal-oriented; customer-oriented attitude; strong work ethic; intrinsically motivated; detail oriented; proven leadership abilities; and willingness to learn and improve in all aspects of the position.
- VIII. BASIC FUNCTION/PURPOSE OF THE POSITION:** To guide the overall campus admissions effort for National American University and make other public relations contacts (in person and by telephone) in support of the mission and goals of the university as directed by the campus executive officer. To foster a caring and supportive environment. To demonstrate a caring attitude toward students and other employees, and to assist students in attaining their

educational and employment goals in support of the mission of the university as defined by the university president and the board of governors.

**IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:**

- \* A. Hire, train, manage, and supervise admissions advisors and provide ongoing training for continued growth in enrollment and retention.
- \* B. Monitor daily inquiry activity to ensure that prospective student inquiries are reported and logged properly.
- \* C. Monitor all daily/weekly admissions activities to ensure consistent reporting for statistical purposes and compliance.
- \* D. Be knowledgeable about the academic requirements and student learning outcomes of all programs offered by the university and effectively communicate such information to admissions advisors, prospective students, and other interested persons.
- \* E. Promptly respond to all inquiries regarding educational programs offered by the university.
- \* F. Interview prospective students.
- \* G. Ensure that students complete all requirements for enrollment in compliance with university policies and procedures.
- \* H. Provide technical expertise and coaching to admissions advisors on a daily basis.
- \* I. Conduct regular one-on-one coaching sessions with admissions advisors.
- J. Provide timely and accurate recordkeeping for management and produce other reports as needed.
- \* K. Serve as a role model for admissions advisors in support of the mission of the university.
- \* L. Participate in regular one-on-one coaching sessions with supervisor.
- M. Grow and maintain relationships with academic institutions, military installations, corporations, and community partners.
- N. In conjunction with regional admissions trainer, identify and communicate developmental opportunities for admissions personnel.
- O. Actively manage interdepartmental relations to ensure a positive student enrollment experience.
- P. Perform other duties as assigned.

**X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:** All faculty, staff and students of the university.

**XI. LIMITS OF AUTHORITY:** As defined by the policies, procedures, and practices of the university and/or the university president.

National American University reserves the right to alter this position's description/duties from time to time as may be necessary to meet the mission and purposes of the institution.

\* Denotes essential elements of the position.