



NATIONAL AMERICAN UNIVERSITY

POSITION DESCRIPTION Overland Park Campus

To apply submit an employment application ([click here for application](#)),
resume, and letter of interest to: Campus Executive Officer
10310 Mastin, Overland Park, KS 66212

- I. **POSITION TITLE:** Director of Admissions
- II. **EMPLOYEE CLASSIFICATION:** Administrative
- III. **JOB CLASSIFICATION:** Exempt
- IV. **ACCOUNTABLE/REPORTS TO:** Campus Executive Officer 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; 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: Proven leadership skills; excellent interpersonal, communication, and organizational skills; student-oriented attitude; strong work ethic; goal-oriented; intrinsically motivated; detail oriented; and willingness to learn and improve in all aspects of the position.
- VIII. **BASIC FUNCTION/PURPOSE OF THE POSITION:** To direct and guide the overall campus admissions effort for National American 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; to assist students in achieving their educational and career goals in accordance with the mission, core values, and purposes of the university; and to develop public relations contacts in person and by telephone.

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. Provide technical expertise and coaching to admissions advisors on a daily basis.
- * F. Conduct regular one-on-one coaching sessions with admissions advisors.
- G. Provide timely and accurate recordkeeping for management and produce other reports as needed.
- * H. Serve as a role model for admissions advisors in support of the mission of the university.
- * I. Participate in regular one-on-one coaching sessions with supervisor.
- J. Grow and maintain relationships with academic institutions, military installations, corporations, and community partners.
- K. In conjunction with regional admissions trainer, identify and communicate developmental opportunities for admissions personnel.
- L. Actively manage interdepartmental relations to ensure a positive student enrollment experience.
- M. 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 and CEO.

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.