To apply, submit an employment application ([click here for application]), resume, and letter of interest to: Campus Director
1030 Wolfrun Rd
Weldon Spring, MO 63304

DIRECTOR OF ADMISSIONS/ASSOCIATE DIRECTOR OF ADMISSIONS
Position Description

Summary

The Associate/Director of Admissions directs and guides the overall campus admissions effort for National American University as directed by the campus executive officer. The Associate/Director of Admissions fosters a caring and supportive environment, develops public relations contacts in person and by telephone, demonstrates a caring attitude toward students and other employees, and assists students in achieving their educational and career goals in accordance with the mission, core values, and purposes of the university.

Minimum Qualifications
The Director of Admissions must satisfy the following minimum qualifications:
1. Bachelor’s degree; master’s degree preferred; and
2. Minimum two years higher education or management-related experience or a combination of both required.

The Associate Director of Admissions must satisfy the following minimum qualifications:
1. Bachelor’s degree or equivalent education and business-related experience required, and
2. Minimum two years higher education or management-related experience or a combination of both required.

Skills and Attributes
The Associate/Director of Admissions must possess the following skills and attributes: proven leadership skills; ability to handle multiple projects and processes simultaneously; strong attention to detail; excellent verbal, written and interpersonal communication; student-oriented attitude; integrity; professionalism; strong work ethic; collaboration and organizational skills; ability to work at a fast pace; adaptability; and willingness to learn and improve in all aspects of the position.

Required Work Hours
Works 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 are required.

Reporting and Supervisory Responsibilities
1. The Director of Admissions reports to the campus executive officer with dotted line authority to the Regional Admissions Trainer (if applicable).
2. This position supervises assigned full- and part-time admissions representatives.
Physical Requirements
Must be able to speak, hear, see, write, type, dial, reach, and bend.

Travel
Periodic travel, including airline travel and overnight stays, may be required.