To apply, submit an employment application (click here for application), resume, and letter of interest to: Campus Director  
3600 Woodview Trace  
Indianapolis, IN 46268

DIRECTOR OF ADMISSIONS  
Position Description

Summary
The Director of Admissions directs and guides the overall campus admissions effort for National American University as directed by the campus executive officer. The 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.

Skills and Attributes
The 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.

Essential Functions
The Director of Admissions performs the following essential functions:
1. Hires, trains, manages, and supervises Admissions Advisors and provides ongoing training for continued growth in enrollment and retention.
2. Monitors daily inquiry activity to ensure that prospective student inquiries are reported and logged properly.
3. Monitors all daily/weekly admissions activities to ensure consistent reporting for statistical purposes and compliance.
4. Remains knowledgeable about the academic requirements and student learning outcomes of all programs offered by the university and effectively communicates such information to Admissions Advisors, prospective students, and other interested persons.
5. Provides technical expertise and coaching to Admissions Advisors on a daily basis.
6. Conducts regular one-on-one coaching sessions with Admissions Advisors.
7. Provides timely and accurate recordkeeping for management and produce other reports as needed.
8. Serves as a role model for Admissions Advisors in support of the mission of the university.
9. Participates in regular one-on-one coaching sessions with supervisor.
10. Grows and maintains relationships with academic institutions, military installations, corporations, and community partners.
11. In conjunction with Regional Admissions Trainer, identifies and communicates developmental opportunities for admissions personnel.
12. Actively manages interdepartmental relations to ensure a positive student enrollment experience.
13. Performs other duties as assigned

**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.
2. This position supervises assigned full- and part-time admissions representatives.

**Physical Requirements**
The Director of Admissions must be able to speak, hear, see, read, write, type, dial, reach, and bend.

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

**Classification**
1. FLSA: Exempt
2. IPEDS: Community Service, Legal, Arts and Media

*Note:* This position description does not list every activity, duty, and responsibility of the position and may be altered at any time.

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I have read and understand the foregoing position description, and I acknowledge and accept the responsibilities of the Director of Admissions.

________________________________________________________________________
Signature

________________________________________________________________________
Date

________________________________________________________________________
Print Name