



Mid-Atlantic Christian University

Announcement for Full-Time Staff Position

Director of Admissions

Position Description:

The Director of Admissions is responsible for providing planning, oversight, and direction to the daily operations of the MACU recruiting efforts. The Director of Admissions will report to the Vice President for Student Services and will supervise both exempt and nonexempt employees as well as student worker(s) or intern(s) for the department.

Qualifications:

A committed Christian with a heart for ministry and a desire to serve God by promoting a Bible-focused university education to prospective students, their parents, and other constituents. Gifted in administration with a passion for excellence and detail.

- Bachelor's Degree is required.
- Previous enrollment/higher education, student services, and/or relevant customer service experience are required.
- Must demonstrate excellent leadership skills and ability to manage staff.
- Must have exceptional communication (listening, persuasive written and verbal) and interpersonal skills.
- Must be adept in building, training, coaching, and retaining a professional admissions team.
- Must have significant event planning experience in various venues for a wide range of participants.
- Must have outstanding organization and decision-making skills, flexibility, and be results-oriented.
- Must demonstrate a high energy level, be positive, and show a genuine interest in people. This includes interacting effectively with students, parents, and other constituents (both off and on campus).
- Experience with Customer Relationship Management (CRM) systems, web page development, and site maintenance is required. Experience with Element451 and Formstack is helpful.
- Active membership in a congregation of the independent Churches of Christ/Christian Churches is preferred, but not required.
- Must have a valid driver's license and be able to travel when needed.
- Evening and weekend work will be required.
- Must be proficient in using computers, including business software programs such as Microsoft Office (Excel, Word, PowerPoint, Google Docs) plus other web-based database applications and tools are essential to the position.

Responsibilities:

1. Achieve team recruitment goals as specified by the VPSS.
2. Oversee the processing and acceptance of admission and readmission applications.
3. Oversee admissions counselors and admissions student workers.
4. Approve, document, and record expenditures.
5. Coordinate enrollment-sponsored events in relation to the theme, personnel, resources, marketing, expenses, roles, and timing. A partial list of these events includes:
 - Fall Open House
 - Spring Open House
 - Summer Teams Campus Tours
 - @MACU (Fall Event)
6. Supervise the campus tour process for prospects, applicants, their families, and other constituents.
7. Assist with developing and/or revising marketing and retention strategies that support MACU's enrollment and enrollment goals.
8. Conduct annual performance evaluations of admissions counselors.
9. Oversee MACU's social media channels for the purposes of communication, recruiting, and enriching student life.
10. Work closely with the MACU Athletics Department to ensure that prospects are communicated efficiently between the admissions department, the Athletic Director, and team coaches.
11. Assist with the preparation and administration of the annual budget for the Admissions department.
12. Plan, coordinate, and lead weekly departmental team meetings and be prepared to discuss the state of enrollment, events, and projects, as well as contribute ideas for the improvement of the department.
13. Work closely with the financial aid, finance, and academic offices to ensure students' processing is successful prior to class start dates.
14. Establish and maintain recruiting systems that include student applicant digital data, physical records, and transcripts.
15. Build and maintain positive working relationships with area church staff and youth ministers.
16. Plan and execute the annual "fall travel schedule" for all admissions counselors.
17. Work closely with advisers/faculty and staff to keep them informed of incoming students.
18. Become familiar with all aspects of MACU and the general features and academic programs offered by other colleges/universities that are peer institutions to provide accurate information to prospective students and other constituents.
19. Attend approved seminars and/or trainings.
20. Adhere to all MACU Institutional Policies/Procedures, particularly those relating to student data confidentiality and the proper administration of the Enrollment Department.
21. The Enrollment Manager will be responsible for all other duties the VPSS assigns.

Compensation:

The compensation package includes salary and benefits. Benefits include paid vacation and holidays, sick and personal leave, health insurance, a matching pension/retirement fund, staff/faculty and dependent scholarships, and a subsidy for lunch in the cafeteria during the school year.

Application Process:

Send (1) a letter of application, (2) a resume, (3) a list of three references, including one church leader (e.g., minister, elder, deacon), and (4) a salary history, to Dr. Bane Angles, Vice President for Student Services, Mid-Atlantic Christian University, 715 N. Poindexter Street, Elizabeth City, NC 27909. Materials may also be sent via email: bane.angles@macuniversity.edu.

Applications without each of the four aforementioned components will not be reviewed. The application process remains open until the position is filled. To learn more about Mid-Atlantic Christian University, visit the website at www.macuniversity.edu.

Mid-Atlantic Christian University, a private, faith-based, four-year college, is committed to equality of educational opportunity and will not discriminate against applicants, students, or employees on the basis of race, color, national or ethnic origin, gender, age, disability, or prior military service. Federal guidelines (Sections 702-703 of Title VII of the 1964 Civil Rights Act) clearly recognize the right of church-related institutions to seek personnel who will support the goals of the institution. Being a student or employee at Mid-Atlantic Christian University requires a commitment and lifestyle consistent with the institution's mission and values.

Mid-Atlantic Christian University is accredited by:

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award certificates, associate, and baccalaureate degrees.