

Saint Michael's College Job Description

Job Title: Assistant Director of Admissions and Athletic Recruitment

Department: Admissions

Supervisor or Manager: Director of Admissions

Date Created: 11/30/2022

Last Revised: 6/30/2023

Our Mission: It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:

- Promotes the benefits of a Saint Michael's College education to high school counselors, prospective student athletes, their families, and other constituencies
- Counsels and advises potential first-year and transfer student athletes and their families about educational opportunities, admission, transfer of credit, financial assistance, and university and NCAA policies and requirements
- Evaluates applications from recruited student athletes to consider eligibility for admission to the college
- Assists and advises coaches with their recruitment efforts; counsels coaches, students, and families on NCAA Initial Eligibility

Essential Duties and Responsibilities:

- Manages the enrollment of recruited student athletes. Prospect management includes cultivating relationships with recruited student athletes, visiting with them in their home regions and/or on-campus, evaluating their admission applications, and individually encouraging them to choose Saint Michael's College
- Works creatively and uses strategic, data-driven techniques to support student athlete recruitment
- Employs strong telephone, electronic, and in-person communication skills
- Serves as the Admissions Office expert on the NCAA Portal and the Division II transfer process
- Schedules and participates in approved travel including, high school visits, college fairs, career days, college nights; implements additional activities such as off-campus receptions, phone and email outreach, and web-based chats.
- Meets with students and parents on campus to provide information regarding college programs; participates in other recruiting activities as assigned. Develops working knowledge of admission and financial aid process and of academic programs and student life
- Participates in departmental and college-wide programs to further develop skills and awareness to support an inclusive working and learning environment and to identify areas where biases and inequities exist in the admission process and procedures
- Reviews applications of prospective student athletes and recommends admission decisions; pursues necessary follow-up or support activity for enrollment established criteria and goals for recruited athlete's admission decisions; completes review in a timely manner
- Uses strong analytical and decision-making skills to read and evaluate a large number of applications while meeting deadlines
- Develops a working knowledge to leverage the College's customer relationship manager (Technolutions Slate), enterprise resource program (Oracle), ARMS and available technology and data in recruitment activities. Documents processes and provides written reports and analysis of specific areas of responsibility
- Establishes and maintains personal contact by written correspondence, telephone, email, SMS, and other communication vehicles with school counselors, alumni, parents, and others who refer students to the college. Counsels prospective students and their families on the admission process, programs, and opportunities
- Maintains all travel contacts and timely filing of all reports regarding all activities (this includes a reporting/rating of all activities, expense reports, and follow-up with counselors and students)
- Makes effective, regular on-campus presentations to visiting groups of students and their families
- Assumes responsibility for organizing and implementing designated projects/programs

- Executes responsibilities in a manner consistent with the service philosophy and orientation of the Admission Office
- Supports and connects prospective students and families to the Saint Michael's College mission and Edmundite values, and shares the value of a liberal arts education grounded in the Catholic intellectual tradition
- Acts as a liaison between the Office of Admission and the Athletic Department
- Determines admissibility and transferability credit with the Registrar for all prospective student athletes; provides input and recommendations in determining admissibility of special consideration cases

Secondary Responsibilities:

- Assists in the efficient and effective operation of the Admission and Athletics offices as needed
- Helps train new employees
- Plays an active role in the Saint Michael's College community
- Participates in professional admission organizations
- Updates student information and maintains data records

Position Supervised

None

Major Contacts:

- Director of Admission
- Director of Athletics
- NCAA Compliance Officer
- SFS staff
- Prospective student athletes
- High school guidance counselors
- Parents
- Athletics department staff
- Admissions department staff
- Alumni
- Community members

Demonstrates Excellence:

- Achieves successful recruiting/enrollment goals
- Engages with students and constituents with a high level of inclusivity, equity, and sensitivity
- Displays a commitment to continuous growth and development in supporting students with historically excluded, underrepresented, and minoritized identities
- Understands the impact, challenges, and barriers that racism, inequities, and bias have on developing systems of advantage and disadvantage relative to access and attainment in higher education
- Maintains outstanding relationships within the department that enhance the staff's ability to work as a team
- Establishes exceptional relationships with team members built on mutual respect and healthy communication
- Possesses excellent interpersonal skills and the ability to respond effectively to a wide range of people in a broad range of relationships and situations
- Exceptional role model
- Prioritizes job responsibilities well, works quickly and efficiently on the departments' priorities
- Operates independently and works cooperatively with others
- Has an excellent record for timely responses to inquiries from admissions/athletics staff/administrators

Education and Work Experience:

- Bachelor's degree, preferably in a liberal arts discipline
- Knowledge of and experience with social networking and technology is desirable

Computer/Technology Skills:

- Familiarity with Microsoft Office products

- ARMS
- SLATE

Licenses, Certifications and Other Requirements:

- Successful completion of NCAA Coaches Education Modules on an annual basis
- Must meet driver's eligibility requirements as stated in the Saint Michael's College *Vehicle Use Policy* to transport team members or to use college-owned vehicles for recruiting/other college business

Language and Literacy Skills

- Prepares and delivers written and spoken information to small and large groups
- Communicates regularly and effectively with wide range of groups
- Effectively manages meetings and trainings

Physical Demands:

Work is often performed in a typical office environment requiring:

- Sitting in a normal seated position for extended periods of time
- Driving for long periods of time.
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Assistant Director of Admissions, the employee is regularly required to travel, sit or stand as well as walk for extended periods of time. The employee must occasionally lift and/or move 26-50 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:

- Flexibility to work long, irregular hours with possible evening, weekend, and holiday hours
- Availability for travel is required
- Ability to drive College vehicles for necessary employment-based travel
- Ability to work independently and produce results

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.