

Position Announcement

Director of Admissions and Orientation

The College of Coastal Georgia seeks applications for an outstanding candidate for Director of Admissions and Orientation. The person in this position is responsible for managing activities, services, and programs of the College which pertain to the recruitment, admission, and orientation of new students. The Director of Admissions and Orientation plays a key role in the institution's enrollment management efforts by leading efforts to attract and enroll optimal numbers of students for the institution's strong array of bachelor's and associate degree programs. Reporting the Vice President for Student Affairs, the Director of Admissions and Orientation will assist the college in fulfilling its exciting mission and vision through the strategic management of its new student enrollment. This is an administrative position. Persons holding administrative positions serve at the pleasure of the president and perform an appropriate combination of college and community service activities.

Specific duties include the following:

- Develops and implements appropriate strategies for attracting prospective high school, adult, transfer, and international students, including utilization of social networking sites, targeted surface and/or electronic mailings to select groups of SAT/ACT testers, and other electronic recruitment tools.
- Creates effective territory management approach for maximizing admissions staff and material resources; forms strategic partnerships with secondary school personnel, businesses, and community agencies to develop clear pathways to enrollment for prospective students.
- Directs the planning of annual student recruitment activities; makes public presentations; meets with prospective students and parents as necessary; oversees the student admissions application process.
- Manages the institution's scholarship program, working with the Director of Financial Aid to ensure that the institution maximizes its scholarship resources to attract targeted student populations.
- Interprets and insures compliance with admissions policies of the Board of Regents and institutional policies and procedures; insures that all functions of the office are performed according to standards established by the regional higher education commission and according to federal rules and regulations.
- Develops orientation programming for parents and family members of new students, including development of an electronic newsletter to keep parents/family members apprised of current activities involving students on campus.
- Supervises, coaches, and evaluates staff using proven and effective management techniques and within the guidelines of College policies and procedures; provides training and development opportunities for subordinates as appropriate.

Required qualifications include an earned master's degree in a related field with a minimum of five years high-level administrative experience in admissions, recruitment, and/or enrollment management in a post-secondary institution. Other requirements include: understanding of enrollment management concepts and principles, advanced oral and written communications skills; excellent human relations skills; experience utilizing contemporary technology for recruiting and admissions operations; ability to work effectively with diverse populations; demonstrated management and leadership ability; knowledge of contemporary higher education practices; a commitment to providing services in accordance with the stated mission, goals, objectives, and priorities of the College. Preferred qualifications include: Experience with college/university new student orientation programming, knowledge of the Banner student database system and Axiom and Banner XTender software systems, experience developing strategic recruitment plans, and knowledge of University System of Georgia policies and regulations. Other combinations of education and experience may be considered.

CCGA is a newly designated state college in the 35-member University System of Georgia. Located on the Georgia Coast, the College has campuses in Brunswick and Kingsland, Georgia. Presently, the College employs over 200 faculty and staff and serves over 3,000 students in baccalaureate and pre-baccalaureate programs. The College also provides lifelong learning programs, participates in economic development within the College service area and has strong partnerships with K-12 schools. The College is located in a vibrant coastal region with historic communities and lovely beaches combined with strong economic and civic bases. The College expects to become a destination campus for thousands of students in the coming decade. Visit the College website at www.ccgga.edu.

Review of application is February 12, 2010. Applicants should submit a cover letter, curriculum vitae or résumé, and copies of transcripts to jobs@ccga.edu or to the address below.

Ms. Kathleen Morris
Director of Human Resources
College of Coastal Georgia
3700 Altama Ave.
Brunswick, GA 31520

CCGA is An Affirmative Action/Equal Opportunity/Equal Access Institution.

All finalists are subject to a background investigation.

Persons with a disability who need accommodation in the application or interview process should notify the College's Human Resources Office. As a condition of employment individuals will be required to provide proof of identity and eligibility for employment in the United States. In addition, employment in a regular position is contingent upon successfully passing a criminal background check. NOTE: If you wish to apply for more than one advertised position, you must apply separately for each position.