

Director of Admissions JOB DESCRIPTION

Magdalen College

Magdalen College is a residential Catholic liberal arts college located in Warner, New Hampshire. Founded in 1973, the College seeks—through the rigorous study and discussion of primary texts and through its vibrantly Catholic student life—to call our students to the life-long pursuit of intellectual and moral virtue, following Christ who is the source of all virtue.

UNITY OF PURPOSE

Applicants for this position should review carefully the college website, especially, <https://magdalen.edu/academics>, and <https://magdalen.edu/spiritual-life/>. When applying for this position, the applicant should indicate in his or her cover letter that he or she has read, understood, and supports the content found on the webpages, with particular attention to the Catholic identity and the spiritual and moral life of the college. Candidates should also be familiar with St. John Paul II's writing on education: *Fides et Ratio* and *Ex Corde Ecclesiae*.

JOB SUMMARY

The Director of Admissions reports to the President and has specific responsibility for student admissions (including international student admissions), recruiting, admissions support services to other programs and areas, and dissemination of information about the College leading to applications from prospective students. The Director of Admissions will also play a primary role in determining, serving, and executing the public relations and marketing needs of Magdalen College, its mission, programs, and goals.

ESSENTIAL FUNCTIONS

- Recruiting and Admissions:
 - Identifies and recruits students to Magdalen College;
 - Works with the President and other members of the administration, faculty, and staff to develop and implement a recruiting and admissions program—including on and off-campus as well as virtual activities—in line with the mission and overall strategy and direction of the College;
 - Represents the College and disseminates appropriate information about the College to prospective students, families, educational networks and high schools;
 - Communicates with prospective students in a timely manner;
 - Reviews and analyzes all strategies and events and uses enrollment data to identify patterns and trends to achieve enrollment goals;
 - Maintains all admissions files in line with best practices;
- Admission Records:
 - Maintains and utilizes the electronic student admissions and records system to identify and recruit students, track and communicate with students during the application process, and assist applicants in the admissions and registration process;
 - Works cooperatively to provide appropriate data for purposes of reporting, institutional research, and institutional effectiveness;

- Maintains the integrity of the student database (admissions to permanent records) to ensure complete accuracy for local records as well as state and federal reporting;
- Assists the Academic Dean in evaluating student transcripts, as required;
- Assists the financial aid officers in determining scholarships and creating financial aid award letters, as required;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Marketing and Communication:
 - Works closely with the President and other public officers of the college on marketing, communications, publicity, and promotions strategies and initiatives;
- Compliance:
 - Ensures compliance with external standards set by accrediting, regulatory, state, and/or federal agencies/entities;
 - Works with the President and other members of the administration/staff to interpret and apply academic standards and regulations to the admissions process;
- Other Duties:
 - Develops and monitors the department's budget;
 - Conducts hiring, training, supervision, and evaluation of admissions staff and fosters an office culture of encouragement, support, and open communication;
 - Works on institutional standing and/or ad hoc committees, as assigned;
 - Participates in all emergency and safety drills and training;

MINIMUM EDUCATION, SKILLS AND ABILITY

- Residence in or near Warner, New Hampshire;
- Bachelor's degree;
- Knowledge of the model of liberal education offered at Magdalen College;
- Ability and disposition to relate to high school students and their parents in a winsome, affable, and inspiring way, and to be proactive in efforts to persuade them to enroll;
- Demonstrated excellent written and verbal communication skills;
- Demonstrated knowledge and skills in the use of integrated software systems, including Microsoft Office applications, Zoho sales software and Mailchimp;
- Ability and inclination to establish and maintain effective, collaborative working relationships with staff, faculty, and the public;
- Ability to work effectively within an ethnically, culturally, and socially diverse student population;
- Demonstrated skills in facilitating and modeling excellent customer service;
- Ability to understand, appropriate, and execute ideas and plans from the college Leadership.

PREFERRED EDUCATION, SKILLS, AND ABILITIES

- Master's degree in a liberal arts discipline, student services, education, business, or a closely related field;
- 2-3 years experience in a collegiate setting working with recruitment, admissions, or enrollment management;

SPECIAL REQUIREMENTS

- Ability to maintain a flexible work schedule, including some evenings and/or weekends;
- Ability to travel to recruit and/or participate in meetings, conferences, and other related activities;
- Subject to a criminal background check prior to employment.

TO APPLY

- Submit a cover letter as described above, a resume, and the names and contact information of three references, at least two of which will be professional references,
 - by email to : administration@magdalen.edu, Subject line: "Director of Admissions applicant."
 - by USPS to Magdalen College, Attn: Admissions Search Committee, c/o Dr. Eric Buck, 511 Kearsarge Mountain Road, Warner, NH 03278.
- Semifinalists will be contacted for phone interviews and finalists for initial interviews remotely. Campus visits may be required for the final determination.
- Application will be accepted until the position is filled, but we hope to hire in late spring, with the successful applicant to begin by July 1.