



## Job Description

Calvary University is seeking an enthusiastic, ministry-minded professional to serve as our **Director of Admissions**. Calvary's mission is to "...prepare Christians for life and service in the church and in the world according to a Biblical worldview..." and employees seek to integrate the day-to-day operations of each University department with this mission.

To apply, please send your completed [Staff Application](#) to Calvary University at [humres@calvary.edu](mailto:humres@calvary.edu) or fax to 816-331-4474 or mail to Calvary University, Attn: Human Resources, 15800 Calvary Road, Kansas City, MO 64147.

Job Title: Director of Admissions  
Reports To: President  
FLSA Status: Full-time, Exempt  
Salary Range: \$35,568 - \$36,400

### Job Summary

The Director of Admissions is responsible for overseeing the recruitment, evaluation, and selection of prospective students, ensuring that admissions processes are fair, efficient, and aligned with institutional goals and values. They also collaborate with various departments and stakeholders to develop and implement strategic enrollment management strategies to meet enrollment targets.

### Job Responsibilities

- Develop and implement strategic enrollment management plans to meet institutional goals and objectives.
- Oversee recruitment efforts to attract a diverse pool of qualified applicants.
- Establish and enforce admissions policies and procedures to ensure fairness and adherence to regulations.
- Understand Admissions metrics and analyze data and trends to inform recruitment and admissions strategies.
- Manage a team of admissions staff, including hiring, training, and evaluating performance.
- Collaborate with other departments to coordinate recruitment efforts and enhance the overall student experience.
- Participate in admissions events, open houses, and recruitment fairs to represent the institution.
- Review student applications and make admissions decisions in accordance with institutional guidelines.
- Conduct outreach activities to build relationships with secondary schools, community organizations, and other key stakeholders.
- Monitor and evaluate the effectiveness of admissions processes and make recommendations for improvement.
- Adhere to legal requirements in recruiting and information handling.
- Accurately input data into Calvary's database.
- Chair the Admissions and Retention Committees and serve on other committees as required.

## **Job Qualifications**

### 1. Required Qualifications

- Bachelor's degree.
- Strong communication and interpersonal skills to effectively engage with a diverse range of stakeholders.
- Excellent organizational and project management skills to oversee multiple recruitment efforts and admissions processes.
- Ability to analyze data and trends to inform strategic decision-making and improve enrollment outcomes.
- Strong leadership skills to manage a team of admissions staff, collaborate with other departments, and chair committees.
- Proficiency using Microsoft productivity software.
- Ability to efficiently use CU's database software.
- Ability to work in a fast paced, multitasking environment.
- Must have the ability to adapt to change in a professional business environment.

### 2. Preferred Qualifications

- 2 years management experience.
- Recruiting experience.
- Knowledge of admissions policies and procedures, as well as relevant laws and regulations in higher education.
- Experience with CRM systems and admissions software to track and manage applicant data effectively.

*Prospective employees will receive consideration without discrimination based on race, color, age, national origin, handicap or veteran status.*