

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Director of Admissions	FLSA status:	Exempt
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DEPARTMENT:	Student Services	REPORTS TO:	Vice President of Student Services
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Position summary: Under indirect supervision, this position is responsible for all facets of admissions of students. This position reports directly to the Vice President of Student Services, keeping him/her abreast of all planning, organizing, staff and development of Panola College's student services.

Position responsibilities:

- Supervise all the aspects of the Admissions Office and personnel, including hiring, training and performance management.
- Evaluates the admissions process for efficiency and a seamless student experience including communication strategies, eliminate wasted time and resources.
- Works to help Panola College reach enrollment and completion goals as well as Strategic Planning goals and objectives.
- Develops and maintains Admissions budget, Institutional Effectiveness and strategic goals and objectives.
- Maintains ApplyTexas application site as well as an internal application process.
- Actively participates in the Texas Association of Collegiate Registrars and Admissions Officers (TACRAO) organization.
- Designated Residence Determination Official responsible for enforcing TAC Title 19, part 1, Chapter 21, Subchapter B, Rule 21.29.
- Ensures front end data entry accuracy – admissions applications, test scores, high school and college transcripts, TSI, ACT, SAT, Greenlight Locker, Texas College Bridge, etc.
- Evaluates transcripts for incoming college transfer students.
 1. Make available printed transfer evaluations to students.
 2. Enter transfer coursework into the student information system
 3. Image evaluations into Docubase imaging system
 4. Works with Registrar who makes final determination as to the awarding of credit.
- Assists advisor in TSI audit and verification prior to and after student registration.
- Oversees all aspects of the Jenzabar One (J1) Admissions Module.
- Manages outreach efforts and technology software to improve the efficiency of the admissions and recruitment process.
- Keeps appropriate records in accordance with the records retention plan.
- Coordinates international students' admissions process. Serve as the coordinator for all international students attending the College, handling necessary related paperwork.
- Maintains all international student records through the Student Exchange Visitor Information Systems (SEVIS).
- Works with other Student Services administration and staff for orientation of students.
- Provide guidance and support to prospective students and families through the admissions process.
- Responsible for Docubase questions/concerns involving Admissions.
- Supervises the Recruiter/Student Activities Coordinator and collaborates on ideas to support the continued growth of Panola College and enhance student success.
- Develop and implement recruitment strategies to reach prospective students demonstrating an interest in Panola College.
- Works closely with the marketing team to develop acceptance and recruitment materials.
- Incorporates elements of student activities, curriculum, athletics, and community partnerships into recruitment and retention strategy.
- Engages prospective students through scheduled college fairs, individual and group tours, and hosting on-campus events designed to connect students with programs, departments, and student support networks.
- Assist with Student Services staff as needed.
- Participate in appropriate professional development activities.
- Support the philosophy and mission of the College.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Master's degree required, with at least 3 years experience directly related to the duties and responsibilities specified.

Knowledge, Skills, and Abilities Required:

- Strong understanding of community college admissions processes, including application systems and enrollment management processes.
- Excellent communication, presentation, and interpersonal skills, with the ability to work effectively with students, staff, faculty and external partners.
- Demonstrated experience managing a team and providing leadership in a fast-paced environment.
- Strong analytical skills with experience using data to drive decisions and improve outcomes.
- Familiarity with Texas state policies related to higher education admissions is preferred.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Strong computer skills.
- Enthusiasm and the ability to thrive in an atmosphere of constant change.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/residence work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.
- Some travel required.