



Connecticut State
Colleges & Universities

Connecticut State Community College
Job Description
Director of Selective Admissions

Salary Level:
CCP 21 (Subject to Willis)

Date Approved/Revised:
8/9/22

Position Purpose:

Selective Admissions is a key function of the admissions office pivotal to operations associated with the nursing and allied health student selection processes. The Director of Selective Admissions provides system wide leadership in developing strategic plans and the management of allied health selective admissions programs for the 12 campuses of CT State Community College. The Director of Selective Admissions is responsible for developing, implementing, assessing, and maintaining a system-wide recruitment plan and selection processes in alignment with Guided Pathways practices and principles. In collaboration with campus partners, this position will cultivate strategic partnerships across the CSCU campuses to provide leadership and creation and implementation of inclusive, diverse, and equitable supports, events, resources, and services that impact matriculation, retention, and success of all incoming students. This work will also include maintaining compliance with policies, laws and regulations set by the Board of Regents, CSCC, as well as local, federal and grant requirements.

Supervisory and Other Relationships

The Director of Selective Admissions reports to the CT State Community College Associate Vice President of Recruitment, Admissions & Community Outreach. The position typically supervises such professional staff members as Selective Admissions Specialist and other associated admissions staff. The individual works in collaboration with the allied health faculty and other key stakeholders. The position requires extensive interactions with system administrators, faculty and other admissions office leadership.

Examples of Duties

The key areas of accountability listed below represent the output requirements of this position. Requirements may vary depending on the complexity of assigned functions. These outputs are to be timely, accurate, cost efficient and effective in meeting the information management needs of the CT State Office of the Associate Vice President of Recruitment, Admissions & Community Outreach.

Administration: The Director of Selective Admissions is responsible for a variety of activities associated with the development, implementation, maintenance, and support of the centralized nursing and allied health admissions system including the research and development of policies and procedures for the consistent implementation and administration of admissions services. Banner & CRM Recruit Support: Responsible for identifying and resolving related policy and system issues/problems, enhancements, improvements, and testing, as well as preparing user documentation and updates, and conducting or coordinating end user training of the Banner system and CRM Recruit. This responsibility extends to Hyland OnBase and other pertinent admissions software.

Leadership: Key contact for the: management and oversight of the CT State centralized selective admission application, the databases utilized, selection process, and applicant notification systems and processes providing leadership, support, guidance, and direction to college admissions offices in all areas of the centralized selective admissions administration.

Liaison: Liaison on behalf of the CT State System Office, IT staff, Banner support team, institutional research and admissions leadership staff in matters regarding selective admissions and for the effective and efficient management of admissions to these programs.

Training and Development: Responsible for providing technical support, training, and informational materials to college admissions staff in the use of the centralized selective admission process, automated information systems as well as in support of recruitment and outreach activities.

Outcomes Assessment: Responsible for collecting, compiling, and analyzing data related to selective admission program outcomes assessment from colleges, surveys, and professional testing partners/companies. Creates and maintains various datasets in collaboration with management and research groups.

Professional Participation and Development In addition to the accountabilities listed above, the Director of Selective Admissions is required to perform a full range of independent professional activities and participate in ongoing professional development, such as:

- Planning and carrying out work assignments using professional judgment within established policies and broadly defined procedures.
- Informing supervisor of major initiatives and progress on projects and problems.
- Serving on assigned committees and task forces;
- Attending and participating at committee, staff, informational and professional meetings.
- Maintain currency in the position's required fields of professional expertise and competencies, including technology and other bodies of knowledge required for job proficiency.
- Maintain strict confidentiality of records and other materials or information of a confidential nature.

Qualifications

Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong Information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.) Incumbents are required to have demonstrated advanced knowledge and abilities in the following:

- Demonstrated knowledge of student information systems which generally are accepted by the higher education field, such as Banner and CRM Recruit.
- Experience working in selective admissions programs and evaluating application requirements
- Demonstrated knowledge of common admission practices and policies.
- Demonstrated advanced knowledge of computerized and manual systems for collecting, preserving, and reporting student and staff information.
- Demonstrated ability to interact favorably, effectively and efficiently with system and college administrators, faculty and staff.
- Experience working collaboratively across multiple departments, academic affairs, and maintaining/developing partnerships with external stakeholders
- Proven leadership in higher education.
- Experience developing and implementing recruitment strategies, establishing best practices, and setting enrollment goals and benchmarks
- Experience maintaining compliance with policies, laws and regulations set forth by higher education governing bodies, local and federal entities, or grant requirements.
- Experience with programs and strategies to support equitable outcomes for students from first-generation, low-income, non-traditional, minoritized, and marginalized communities.
- Experience leading teams in the area of recruitment and delivering high quality customer service
- Experience with data-driven decision making, identifying enrollment trends, strategic planning, and managing budgets

These skills and abilities are typically acquired through a combination of education, training and experience which includes a Master's degree in education, counseling, student development, social work, enrollment management or an appropriately related field together with four to seven years of related experience that includes two to four years of supervisory experience; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties

Work Environment

Incumbents perform most of their work in office settings using personal computers and related equipment. Weekends and travel are required to recruitment events, college campuses, and for attendance at regional or central meetings and conferences. Incumbent may be asked to support and participate in other duties as assigned.