Granite State College - Concord
Director of Admissions Operations

Granite State College (GSC) is currently seeking a Director of Admissions Operations. Under the direction of the Associate VP of Enrollment Management and in conjunction with the Online Enrollment Center Manager, the Director of Admissions Operations identifies and develops long term goals and strategic plans and initiatives for maximizing the efficiency and effectiveness of the admissions process. Provides management and supervision for senior admission coaches at regional campuses.

Functions:

1. Develop and implement policies, processes, and programs which enhance Undergraduate, Graduate and School of Education admissions and yield.
2. Oversees admissions processing including application development and upload process to the GSC SIS (Banner)
3. Develops, monitors and analyzes management reports to enhance recruitment strategies, yield objectives, forecasting accuracy and operational efficiency.
4. Works with the Director of Advising, Director of Financial Aid, Bursar and other departments to coordinate admission coach support for specific activities.
5. Develops an annual budget for the various components of admission and recruitment.
6. Works with the Associate VP of Enrollment to develop community-based recruitment strategies for increasing enrollment and campus engagement.
7. Effectively communicates the value of GSC programs to students, parents, educators, and the community.

Skills:

1. Excellent communications skills and management experience.
2. Strong analytic skills and record of data-driven decision-making.
3. Solid understanding of the higher education marketplace, student needs and competitive landscape.
4. Superior organizational and problem solving abilities.
5. Personable with a sense of humor and a passion for helping students achieve their potential.
6. Ability to establish collaborative relationships across internal and external constituencies.
7. Efficiently work under pressures, deadlines, and stretch extra hours to complete assigned task.
8. Should exhibit great resourcefulness.
9. Excellent communication skills, both oral and written.
10. Bachelor’s degree in business or related field and 7-10 years of experience.
11. Preference for candidates with experience in the management of remote teams.
12. Preference for candidates with experience using Salesforce platform.

This position is 100% time, year-round and is located in Concord. Generous USNH Benefits Package included.

**Salary:** Salary to be commensurate with person's qualifications and experience.

**Application Process:** Please send resume, letter of interest, samples of your work and three professional references via email to: Outreach.info@granite.edu
Attention: Director of Admissions Search Committee

**No Phone Calls Please.**

*Granite State College is an Equal Opportunity/Equal Access/Affirmative Action institution. The college seeks excellence through diversity among its administrators, faculty, staff, and students. The college prohibits discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, or marital status. Application by members of all underrepresented groups is encouraged.*