The following position is posted as an invitation for qualified individuals to apply.

**POSITION OPEN**

**Position Title:** DIRECTOR OF UNDERGRADUATE ADMISSIONS

**Department:** Admissions

**Salary Range:** Full-time, exempt position

**Reports To:** President

**PRIMARY RESPONSIBILITIES:**

- Develops implements and executes an aggressive admissions marketing communications plan including appropriate recruitment activities and on-campus recruitment events;
- Mentor and train staff members; inspire new thinking, confidence and high standards of performance and teamwork. Manage with an eye towards professional development, transparency and staff engagement with individual and team goals, and hold people accountable for their performance;
- Manage counselor recruitment travel, including the strategic analysis of potential new territories and areas for outreach.
- Manage and develop meaningful targeted relationships with private (independent) schools nation-wide along with all Vermont secondary schools in order to recruit focused, action orientated students;
- Cultivate and maintain relationships with a wide range of cross-campus colleagues and students as well as high school, community college, and independent counselors, alumni, and friends of GMC to achieve enrollment goals, and build brand awareness;
- Execute annual search process, including analysis of data to determine most efficient use of search dollars, name-buying, and development of search communication and timing;
- Work closely with the Killington School of Resort Management/staff and athletic department/coaches in helping them reach enrollment goals;
- Prepare and develop enrollment projection reports and issue a weekly progress report on the results of all recruitment efforts;
- Coordinate an effective and timely admissions application process; implement best-practice in online admissions, document management, and application review processes; develop and implement admissions policies and procedures and standard data reporting;
- Work directly with the Communications staff to create and sustain a consistent value message that all members of the GMC community will use when recruiting; and assist in the promotion the College;
- Work with the Director of Student Financial Services to develop, implement and adjust an annual student financial aid awarding plan;

**QUALIFICATIONS:**

- Understanding of advanced practices and ethics of staff development and student recruitment, including a thorough knowledge of Web-based approaches to academic marketing.
- Five or more years in progressive roles in admissions/recruitment or related higher education setting and experience in management and motivation of professional staff are required.
- Strong analytical, written, public speaking and presentation skills are required.
- Skilled in building a viable prospect pool and strategically managing all actions through matriculation are essential.
- Must be willing to work flexible and extended schedule; days, evenings, weekends as needed. Applicants must have a valid driver's license.

**APPLICATIONS FOR THIS POSITION ARE ACCEPTED UNTIL POSITION IS FILLED.**

Green Mountain College is committed to increasing diversity among campus employees and is an Equal Opportunity Employer. Qualified minority and female applicants are encouraged to respond.

*If you believe that you meet the above qualifications, please submit a resume to Janie Evans in the Human Resource Department:*

Fax: 802-287-8327, Email: employment@greenmtn.edu
Mail: GMC, 1 Brennan Circle, Poultney, VT 05764