## BENJAMIN FRANKLIN INSTITUTE OF TECHNOLOGY Boston, Massachusetts

## **Position Description**

Title: Assistant Director of Admissions and Community Outreach

**Department:** Office of Student Services

**Reports to:** Assistant Dean of Admissions

**Appointment Type:** Regular, Full Time

This critical member of the admissions staff serves as an admissions representative charged with advising and counseling a portion of prospective students and families through each stage of the enrollment process including outreach, recruitment, admission, and matriculation. Specifically, the Assistant Director of Admissions shall:

- 1. Manage a recruitment territory by developing relationships with diverse constituencies including, but not limited to prospective students, parents, guidance counselors, industry professionals, employment agencies, GED centers, and community based organizations by attending college fairs, conducting high school visits, and representing the college at industry events.
- 2. Review prospective student credentials to counsel students and families through the enrollment to matriculation process. Process admissions decisions for prospective student caseload.
- 3. Meet with prospective students and families on campus providing formal interviews (as needed), information sessions and tours.
- 4. Plan and facilitate off-campus meetings and events with regional guidance counselor associations within recruitment territory.
- 5. Create, implement and manage the relationship with community-based organizations. Establish memoranda of understanding to develop a pipeline from community-based organizations to admissions that will lead to matriculation.
- 6. Keep current on all aspects of enrollment management, admissions, academic programs, academic support services, financial aid policies and procedures, facility usage, communications/marketing, electronic communications, social networking and media, Institute policies, mission and philosophy.
- 7. Other duties as assigned.

Qualified candidates must possess a bachelor's degree at a minimum and preferably have a background in business, marketing, communications, English, technology or higher education administration. It is strongly preferred that the candidate be fluent in Spanish and/or Cape Verdean creole. Candidates must demonstrate at least one to three years of successful admissions experience in a secondary or postsecondary educational admissions environment. The candidate should demonstrate sensitivity to understanding the needs and concerns of a diverse student population.

The candidate must have experience as a hands-on user of a student information system. The candidate must possess excellent oral and written communications skills and have the ability to work in a fast-paced environment. The candidate must have the ability to multi-task, pay special attention to detail, and have availability for evening and weekend work during peak travel seasons. The candidate shall possess a valid driver's license providing the ability to travel to and from recruitment activities as needed. In addition, the candidate should have working knowledge and capacity to us software including Microsoft Office, database administration, Internet, and e-mail software packages and should by willing and able to learn new software and technologies as needed. A sense of humor is a requirement.

Applicants who may not exactly meet these qualifications are encouraged to describe in writing why they would nonetheless contribute substantially to the success of the college and would carry out the requirements of the job.

Application materials, including a resume, cover letter, and three professional references should be sent to Marvin Loiseau, Assistant Dean of Admissions at mloiseau@bfit.edu.

The Benjamin Franklin Institute of Technology is an Equal Opportunity Employer. Applications from individuals who would increase the richness of the College's diversity are encouraged.