



## Assistant Director of Admission for Campus Visit Programs

### Office of Admission

Fort Lewis College  
Durango, Colorado

### Position Summary

The Assistant Director for Campus Visit Programs, provides oversight for the development, planning and implementation of all Campus Visit Programs - including yield and recruitment events as well as overseeing the daily and on-going visit opportunities. Reporting to the Director of Admission, the Assistant Director will provide oversight of campus visits includes providing on-going assessment and recommendations, assisting in the budget planning and direct supervision of the Campus Visit Manager, Admission Receptionist (Administrative Assistant II), and a team of approximately 20 Student Ambassadors. The Assistant Director also coordinates the large visit events for prospective students – five Friday at the Fort events and two Admitted Student Preview Days. In addition, maintains a recruitment territory, traveling and recruiting students to Fort Lewis College and participates in application and scholarship review.

### Minimum Qualifications

- Minimum of 3 years' experience in Admissions/Enrollment in Higher Education
- Experience in leadership and/or training
- Exceptional interpersonal skills that include professional and motivational communication, public speaking, and relationship building
- Strong verbal and written communication skills
- Ability to work effectively with people from a variety of cultures and backgrounds
- Demonstrated ability to efficiently and effectively solve problems and initiate and implement projects independently and as part of a team
- Demonstrated ability to effectively manage multiple priorities, pay attention to detail, and produce desired results
- Must be flexible, capable of handling a demanding work schedule, and be able to work independently and within a team management structure
- Must have the ability to travel a minimum of 5 weeks throughout the year

### Preferred Qualifications

- Master's Degree in related field
- Supervisory experience
- Experience in on-campus recruitment event planning and implementation
- Experience working with college faculty and academic administration

## **Major Responsibilities**

### **Student Ambassador Program (50%)**

- Hiring, training, supervising and inspiring Student Ambassadors, whose responsibilities include campus tours, the admissions reception area and call center, on- and off-campus presentations, targeted recruitment efforts, and general student ambassador responsibilities.
- Supervises, trains, and manages the Ambassador program, a team of approximately 20 student employees, whose responsibilities include extensive communication with the public regarding the FLC experience, campus tours, front desk responsibilities, on- and off- campus presentations, campus events, targeted recruitment efforts and general student ambassador responsibilities, and more.
- Conducts a comprehensive recruitment, hiring, and training process for new Ambassadors each year.
- Creates, oversees, and coordinates a comprehensive mentorship program with the Ambassadors throughout the year; focusing on accomplishing training goals, learning outcomes, team building, and professional development.
- Oversees and manages the Ambassador budget and approves all Ambassador timesheets bi-weekly.
- Manages Front Desk operations and provides support to Front Desk staff, including calls, customer service, project management, etc.
- Facilitates updates from the Admissions office to the Front Desk and streamlines front office production.

### **Campus Visit Programs (25%)**

- Contributes to overall strategy for daily visits and visit programs, provides oversight, support and supervision to Campus Visit Manager and Admission Administrative Assistant.
- Responsible for planning, implementation and assessment of major campus visit programs such as Fridays at the Fort and FLC Preview.
- Provides guidance for development of group visit program and policies, procedures and strategy to increase group visits, enhance the quality of the experience and increase conversion rates on group visitors.
- Provides guidance for assessment and improvement of daily campus visit experience.
- Contributes to the development and monitoring of the Campus Visit Program Budget.

### **Recruitment: (20%)**

- Travel extensively, including weeknights and weekends, (approx. 3 weeks in the fall and 2 weeks in the spring) in key recruitment regions to promote Fort Lewis College to prospective first-year and transfer students to meet college enrollment goals
- Counsel, advise, and maintain positive contact with prospective students and their families, regarding admission requirements, financial aid and scholarships, and campus life.
- Present to large and small groups of students and guests at on- and off-campus events
- Schedule visits to high schools, coordinate pre-visit calls and correspondence, make travel arrangements, conduct visits, and follow up with students, faculty, and staff contacted during visits via phone calls, letters, and email.
- Manage and develop recruitment strategies in conjunction with overall recruitment goals. Review and analyze data to determine schools, fairs, and events to attend/visit; and review and analyze data to effectively recruit students to meet University goals.
- Establish and maintain relationships with high school guidance counselors.
- Responsible for timely follow up with internal and external customers.
- Complete reports related to recruitment, schedule, travel, and special programs.

## Other Duties as Assigned: <5%

- Support initiatives outlined in the Admissions recruitment plan and perform other duties as assigned

## Work Conditions

The Office of Admission is a fast-paced and dynamic office. As the face of Fort Lewis College, we have a high standard for exceptional customer service and professionalism and a positive culture of collaboration. To be successful in the Office of Admission you must:

- Must be flexible, capable of handling a demanding work schedule and be able to work independently and within a team management structure
- Ability to work productively with moderate noise & distraction (i.e. business office with computers, phone, and printers, light traffic).
- Must have a sense of humor
- Must be adaptable to changing policies, procedures and practice

## Compensation

Salary \$45,000 to \$53,300 plus a comprehensive benefits package. Anticipated start date is in August 2019.

## Application Process

A complete application packet includes:

- Cover letter addressing interest and qualifications for position
  - Include details regarding how your personal and professional experiences allow you to encourage a learning environment grounded in equity and inclusion. “How do you envision contributing to Fort Lewis College’s commitment to equity and inclusion?”
- Resume
- Names and contact information for three current, professional references

## Submit materials as one PDF file via email to:

Search Committee

[Admission-Search@fortlewis.edu](mailto:Admission-Search@fortlewis.edu)

Attn: Assistant Director of Admission – Campus Visit Program Search

**Application materials received by July 15, 2019 will receive full consideration.  
Position will remain open until filled.**

*The successful candidate will be required to submit original, official college transcripts,  
and pass a background check.*

## The College and the Community

[Fort Lewis College](#), a public institution located in [Durango, Colorado](#), offers degree programs in arts, business, education, health fields, humanities, social and natural sciences, and teacher education. Our inspiring mountain campus is located atop a scenic mesa overlooking historic Durango and situated between the San Juan Mountains and the desert Southwest. We are committed to accessible and high-quality baccalaureate education, and our hallmarks are remarkably close relationships between students and faculty, the freedom of intellectual exploration, and the challenge of experiential learning. Our 3,300 students come from 48 states, 17 countries, with 36% Native American and Alaska Native backgrounds, and 11% Hispanic backgrounds. Durango is a

thriving multicultural community of 18,500 set along the beautiful Animas River Valley. Averaging 300 sunny days per year, the community is known for its outdoor lifestyle and friendly, festive atmosphere. Durango is also the cultural and economic hub of the Four Corners region, rich in dining, shopping, and entertainment, and linked with airline service to hubs in Denver, Phoenix, and Dallas.

### **Equal Opportunity**

Fort Lewis College does not discriminate on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, gender identity, gender expression, political beliefs, veteran status, pregnancy, or genetic information. Accordingly, equal opportunity for employment, admission, and education shall be extended to all persons. The College shall promote equal opportunity, equal treatment, and affirmative action efforts to increase the diversity of students, faculty, and staff. The College is dedicated to building a culturally diverse and pluralistic faculty and staff committed to teaching and working in a multicultural environment; applications from underrepresented groups are strongly encouraged.

### **ADAA Accommodations**

Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete an employment assessment. To request an accommodation, please contact Kristin Polens by phone 970-247-7459 or email [kpolens@fortlewis.edu](mailto:kpolens@fortlewis.edu) at least five business days before the assessment date to allow us to evaluate your request and prepare for the accommodation. You may be asked to provide additional information, including medical documentation, regarding functional limitations and type of accommodation needed. Please ensure that you have this information available well in advance of the assessment date.