



Amherst College
Office of Human Resources

JOB DESCRIPTION

Title: Assistant Dean of Admission

Department: Admission Office Reports to title: Associate Dean of Admission

Full Time: X Part Time: _____ Date Prepared: December 8, 2019

Job Group & Level: PT2 Regular Daily Work Schedule: to _____

Pay Type: Weekly _____ Monthly Yes Months Per Year: 12 Hours Per Week: 40

(Summer Months) Months Per Year: _____ Hours Per Week: _____

1. Summary of Position:

In support of our institutional vision of expanded access and broad diversity across geographic, racial, ethnic and socioeconomic dimensions, Amherst is committed to need-blind admission and generous need-based, no-loan financial aid for all students, domestic and international. The Assistant Dean of Admission works with the Dean of Admission to achieve an academically talented and diverse intellectual community focusing on the visitor experience.

The Assistant Dean is responsible for recruitment travel, conducting information sessions with students and families, reading and evaluating admission applications, and operating Slate, our Admission Office database. The Assistant Dean of Admission, as a member of a creative and dynamic visitor relations team, will assist with the campus visit experience/programming which include, but are not limited to information sessions, tours and open houses.

The Assistant Dean takes appropriate actions to support a diverse workforce and participates in the College's efforts to create a respectful, inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:

(65%) Recruitment and Admission

- Conduct presentations for groups up to 250 visiting prospective students and their families
- Develop recruitment strategies and coordinate travel in assigned geographic markets
- Cultivate relationships with high-school counselors and Community Based Organizations within specific geomarkets
- Read and evaluate applications for admission
- Oversee application evaluation within assigned geomarkets
- Participate as a voting member of the admission committee
- Create queries and reports within Slate in support of Slate team
- Oversight of assigned recruitment travel and communication

(30%) Programs

Visitor Relations

- Support the Associate Dean/Coordinator of Visitor Relations
- Serve as an engaged member of a creative Visitor Relations team

Diversity Outreach

- Assist with on-campus open houses

(5%) Other

Performs other duties/functions as requested.

3. Internal-External Interaction/Communication:

Straightforward operational interactions/communications such as providing, obtaining, and receiving information. External constituency groups include but are not limited to: prospective students and their families, high school counselors, and community organization advisors and alumni. Internal constituency groups include but are not limited to: dining services, physical plant/special services, OAS, resource centers, and student activities.

4. Education: (include certifications and licenses)

Required:

Bachelor's Degree

Valid Driver's License and successful credentialing is required in order to operate college vehicles

Preferred:

Master's Degree

5. Experience: (List specific skills necessary to perform this job)

- 2 - 3 years of experience in higher education admission or a related field
- Ability to articulate the benefits of a liberal arts education to a diverse audience
- Excellent interpersonal, and verbal and written communication skills and able to communicate effectively with varied constituencies, including prospective applicants, parents, high school counselors, alumni, faculty and staff
- Proficiency in the use of technology and programs, including Microsoft Word and Excel, Slate and related web analytics, as well as experience with web editing tools
- Excellent time-management, presentation, and organizational skills
- Close, consistent attention to detail
- Evenings and weekend work sometimes required
- Travel approximately 15 days for recruitment including driving to/from high schools and college fairs for recruitment

Preferred:

- Experience working with Slate
- Experience working with on-campus programming

6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

- Visual – normal concentration
- Repetitive motions include fingers, hands, and wrists
- Lift, carry, push, and pull 20lbs.

7. Decision Making:

Determines how to carry out job responsibilities; makes operational/tactical decisions following established guidelines/procedures/policies; participates in a collaborative approach to decision making.

Exercise independent thinking within a professional and collaborative team setting.

Uses good judgement as a voting member of admission committee and in decision-making to advance the priorities of the college

8. Supervision Exercised/Received:

Minimal supervision received.

Supervisory Responsibility: Yes _____ No x_____

Number of Employees Supervised: _____