Associate Dean of Admissions & Recruitment Coordinator

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Job Type: Full time

Job Posting Location:

Claremont, CA

Job Posting Title:

Associate Dean of Admissions & Recruitment Coordinator

Job Description:

ABOUT POMONA COLLEGE:

Located near Los Angeles, California, Pomona College is widely regarded as one of the nation's premier liberal arts colleges. Established in 1887, Pomona College is known for small classes, a challenging curriculum, close relationships between students and faculty, and a range of student research and leadership opportunities. Pomona is a member of The Claremont Colleges.

JOB PURPOSE:

The Associate Dean of Admissions & Recruitment Coordinator leads the access initiatives and recruitment efforts in the Pomona College Admissions Office. The role supervises all activities and services provided by up to three Assistant Deans and is supported by an Administrative Assistant. The Associate Dean sets access and outreach priorities, and is responsible for the annual planning, implementation, and analysis of the outcomes for access initiatives, domestic and international travel. The Associate Dean also serves as an Admissions Officer with responsibilities that include representing the College both on and off campus, giving information sessions, reading applicant files and participating in the selection of the new class.

ESSENTIAL FUNCTIONS:

Reporting directly to the Assistant Vice President and Director of Admissions, the Associate Dean of Admissions performs the following essential duties and responsibilities:

- Collaborate with the Director of Admissions and other Associate Deans to develop, support, and evaluate strategic enrollment goals and admissions office policies.
- Responsible for supervising, training, coaching and evaluating direct reports as part of assuring a high performing team in the office.
- Maintain an efficient, collegial, and proactive work environment within the Admissions Office and across the campus.
- Provide clear direction and oversight of each direct report's department activities, including budgeting, planning and staff development, in order to develop and achieve their annual goals.
- Provide vision, guidance, and analysis to all staff who manage Admissions programs related to:
- Access iniatives including four on-campus recruitment programs, two virtual recruitment programs, and Community Based Organization (CBO) outreach.
- Domestic and international recruitment travel.

- Oversee the College's access enrollment strategies, including researching, training, collaborating, and achieving strategic objectives around access initiatives.
- Create a strategy for building a more socioeconomically diverse class while maintaining the College's ongoing institutional priorities.
- Provide significant oversight of the College's relationships with key CBOs, including QuestBridge and additional regional and/or short-term partnerships.
- Represent the college during Claremont Colleges Reception programs and other joint travel programs.
- Collaborate with joint travel partners to create trips, and assign admission officers to these trips.
- Perform recruiting and admission functions for designated national and potentially international territories, including high school visits, correspondence, reading admission materials and rendering an admission decision, attending admission meetings, following up with admitted students, and serving as a liaison with high school counselors.
- Represent the department to various constituents within Pomona College.
- Counsel families and students on the Admissions process.
- Coordinate special projects/tasks and provide assistance as assigned.

QUALIFICATIONS:

- **Education/Licenses/Certificates:** Bachelor's degree is required, or equivalent combination of education and experience. Master's degree is preferred. A valid driver's license is required or equivalent means of reliable transportation to off-site meetings and events.
- **Experience:** A minimum of 7 years of increasing leadership and responsibility in admissions or counseling, and 2 years of leading recruitment systems or outside partnerships, preferably in a higher education setting, is required. Supervisory experience at an academic institution is preferred.

REQUIRED KNOWLEDGE AND CRITICAL SKILLS:

This position must possess the knowledge, skills and abilities to be able to successfully perform the essential functions of the position or be able to demonstrate how the essential functions will be performed, with or without reasonable accommodation, using other skills and abilities not listed below.

- Deploy professional skills in admissions, enrollment, selections processes, goal setting, in collaboration with colleagues to best promote the College's strategic interests and core values.
- Represent the College with a professional demeanor.
- Manage expectations and needs of a customer base with high anxiety and emotional volatility.
- Lead systems that facilitate efficiency and timeliness in a high-volume, highly technical environment.
- Proven track record of the implementation of access work in higher education, with a particular focus on pipeline development, national trends, recruitment and enrollment of diverse populations, and how the implications of the latest research impact these areas Demonstrate the highest levels of integrity and commitment to good decision making.
- Design, manage and oversee processes that are ethical and align with the values of Pomona College.
- Lead training and critical conversations for the staff around travel programs and safety.
- Demonstrated effectiveness and clarity of verbal and written communication with excellent interpersonal communication and leadership skills to supervise, facilitate, motivate, mentor and inspire a diverse group of employees, volunteers and stakeholders from a wide variety of backgrounds. Must handle all activities and highly confidential information with patience, discretion, tact, and a keen eye for detail.
- Provide exceptional customer service through timely and thoughtful responses to e-mails, phone calls, and other modes of communication.
- Able to operate computers with basic Microsoft Office software (such as Word, Excel, Outlook) and associated professional software (such as Techno solution's Slate, Internet research, menu-driven databases, social media networking).
- Demonstrated understanding of the use of technology in aiding and improving systems and processes to achieve annual goals.
- Willingness to research Artificial Intelligence capabilities to improve processes within the office.
- Able to handle multiple tasks, meet deadlines, and work both independently and as a collaborative member of the admissions team in support of the College's strategic vision and the division's annual enrollment goals.

- Must understand and communicate the mission and history of the College's liberal arts and sciences environment.

- Must have exceptional organizational, time management and judgement skills to complete work with accuracy and attention to detail and to handle extensive reading.

REQUIRED HOURS: The regular hours for this full-time position are 8:00 a.m. to 5:00 p.m., Monday - Friday. Holiday, weekend and evening work hours may be required. Regular hours may vary due to the needs of the College or division.

ADDITIONAL POSITION DETAILS: Regular, full-time, exempt position. Annual Salary: $90,000 - $100,000. The specific factors that the College will consider when offering a salary to an individual will include, but not be limited to: education, training, relevant prior experience, and performance in prior roles. All staff positions are ineligible for visa or permanent resident card sponsorship. As a California employer, Pomona College requires all employees to be residents of California.

POMONA COLLEGE REWARDS: Pomona College offers a wide variety of benefits and perks including health, dental, and vision plan options; paid time off; flexible spending accounts; retirement benefits; tuition assistance; fitness and wellness programs; ride share incentives; and so much more!

ADA/OSHA: *This job description defines the essential job duties of this position. The College expects that employees hired for this position can perform the essential functions of this job without imposing risk of substantial harm to the health or safety of themselves or others. It may also include marginal functions, generally defined within Title I of the Americans with Disabilities Act (ADA) and the Occupational Safety and Health Administration (OSHA).*

DISCLAIMER: *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. When duties and responsibilities change and develop, the College will review this job description and make changes of business necessity.*
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