



INSTITUTE OF AMERICAN INDIAN ARTS

JOB DESCRIPTION

TITLE: DIRECTOR OF ADMISSIONS, RECORDS, & ENROLLMENT
DEPARTMENT: ADMISSIONS, RECORDS, ENROLLMENT (ARE)
CLASSIFICATION: EXEMPT, PROFESSIONAL
REPORTS TO: DEAN OF STUDENTS
SUPERVISES: FINANCIAL AID MANAGER, ADMISSIONS SECRETARY, ADMISSIONS COUNSELOR, RECRUITERS

SUMMARY OF RESPONSIBILITIES

Is responsible for supervision of the Admissions, Records, and Enrollment (ARE). Manages the development and operation of the Student Record System and responsible for development of the Comprehensive Recruitment Plan. Supports the mission of the Institute and serves on Institutional Committees as needed.

ESSENTIAL POSITION FUNCTIONS

- Responsible for formulating and implementing an enrollment management plan for the Institute.
- Coordinate information transfer between the Admissions Department and the other Departments of the Institute.
- Formulate [and implement a student recruitment plan, schedule & techniques for the Institute.](#)
- [Develop and implement the A.R.E. department strategic plans.](#)
- Interview, recommend for appointment, train, supervise, evaluate and direct staff under supervision.
- Conduct regular staff meetings to inform, direct and motivate staff.
- Coordinate on a regular basis to meet with supervisor and others to discuss and resolve matters relating to student recruitment, admissions standards, [and financial aid.](#)
- [Coordinates the publication of](#) promotional material used in admissions process.
- Participate in the nomination of IAIA students for scholarships and general administrative procedures.
- Represent IAIA at a variety of public gatherings which involve students, parents, alumni, high school and college art teachers and counselors, admissions officers, registrars and faculty members of other institutions, IAIA alumni, Tribal higher education officers and federal and state education officers.
- Maintain membership in professional organizations.
- Other duties as assigned.

REQUIRED EXPERIENCE AND EDUCATION

Minimum BA degree in related field plus five (5) years experience. Prefer MA Degree. Preferred experience in post-secondary education and experience working with American Indian and/or Alaska Native cultures.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Experience and knowledge in the professional management area of collegiate admissions, financial aid, alumni affairs and student records.
- [Ability to manage the department budget.](#)
- Knowledge of federal student financial aid policies.
- Knowledge of the guidelines of national accreditation associations and the standards of professional performance of the National Association of College Admissions Counselors.
- Understanding and sensitivity to American Indian cultures.
- Ability to interact positively with local, regional, national and tribal personnel, agencies and organizations.
- Ability to communicate clearly and effectively with all levels and with all people and groups.

- Ability to interact and work successfully with faculty, students, parents, alumni and staff as related to job responsibilities.
- Ability to resolve conflicts in a constructive manner.
- Adheres to appropriate standards of conduct and ethics, including confidentiality, integrity and honesty; follows directives; exhibits ability to adapt to changing work environments; cooperates and works respectfully with others; participates in pro-active problem solving; regularly attends job duties, and participates in meeting as required. Refrains from engaging in rumors.
- Must have a pleasant, courteous, and professional attitude and presence.
- Ability to work independently, to begin projects independently (or as assigned), and to bring projects (or assignments) to conclusion on a timely basis.
- Computer capabilities: **Windows, Word or word processing skills, Excel, Powerpoint, and Empower or similar student recording system.**

WORKING CONDITIONS

Occasional travel for meetings, conferences, and other events using personal vehicle or company vehicle.

This job description does not list all the duties of this position. Supervisors or managers may assign other instructions and duties. The job evaluation will include assessment of your performance as described herein.

Management has the right to revise this job description at any time. The job description is not a contract for employment.

EMPLOYEE _____ DATE _____

SUPERVISOR _____ DATE _____

IAIA PRESIDENT _____ DATE _____

HR MANAGER _____ DATE _____

REVISED 4/08