Position Description (February 2022)

DIRECTOR OF ADMISSION

This position serves to ensure the continuity and integrity of student recruitment, enrollment, and retention for a small, private, non-profit, regionally and professionally accredited higher education institution. The Director of Admission works with all constituents including faculty, staff, students, alumni, federal and state regulatory agencies and accreditors to ensure compliance in transfer credit processes. CCMS academic programs are mandated by The American Board of Funeral Service Education and do not offer general education courses. Academic program are completed with the objective to earn professional funeral directing and embalming licensure from any of the fifty state regulatory licensing agencies. The best fit candidate is organized, ensures accuracy, articulate, outgoing, has a positive and attentive disposition, and presents him/her/them self in a professional, warm, inviting, compassionate manner at all times.

Employer Expectations Overview

CCMS is a community of integrity and excellence comprised of student-focused death care educators and administrators. Our campus culture embraces the expectation that each member of its community govern with conviction in the betterment and service of others. Our team values the institutional mission and the responsibilities entrusted to us, both collectively and individually, to promote expansive knowledge, professionalism, ethical guidance, positivity and support of others.

Essential Skills and Attributes

A successful candidate and team member brings the following minimum skills and attributes:

- Desire to serve in higher education that is specialized in death care
- Support the needs of a diverse community of students, colleagues, and professionals
- Exercises confidentiality at all times and acts in compliance with federal, state, institutional standards
- Governs oneself with autonomy, integrity, and reverence for others
- Holds others accountable for the same standard of integrity and reverence
- Ability to observe, analyze, assess, and develop concepts/plans for improvement
- Possesses a pleasant, approachable disposition and a genuine willingness to help others
- Displays intentional regard and kindness, ensuring a positive experience for all with each encounter
- Displays effective and professional communication skills verbally, non-verbally, and electronically
- Desires to receive instruction, experience professional growth, and act collaboratively as a team
- Possess excellent organizational skills and the ability to prioritize, multitask, and meet deadlines
- Willingness to learn new technologies, programs, and processes associated with position
- Punctuality and history of excellent attendance and is flexible with scheduling
- Ability to read, translate data, and type fluently with accuracy
- Lifting (up to 50lbs), balancing, pushing/pulling, climbing, and kneeling

Essential Job Functions

- Spokesperson for the College’s mission and values
- Knowledge/experience with education enrollment systems, marketing, and records management
- Ability to use and understand innovative recruitment and admission technologies
- Must have experience communicating with a diverse population of prospective and admitted students
- Competency in analyzing recruitment-based data to facilitate strategic enrollment planning initiatives
- Evaluates and executes admission decisions in compliance with internal and external policies
Develops and monitors data and metrics to enhance recruitment strategies
Self-motivated and focused on achieving enrollment objectives and metrics
Thoroughness and compliance with student academic data and entry
Collects, verifies, and records enrollment data, forms, transcripts and transfer credits
Complies with FERPA, Department of Education, Higher Learning Commission, The American Board of Funeral Service Education, and internal policies and procedures
Works closely with the Offices of Financial Aid, Institutional Effectiveness, Faculty, Registrar, Business, and Dean of the College to ensure accuracy of enrollment, academic, and financial aid data
Contributes to institutional reporting including IPEDS
Plans, directs, and executes recruitment events, orientations, and open houses
Assists in the development and maintenance of the College’s recruitment and marketing plan and publication to promote nationwide visibility

Qualifications

- Bachelor degree or equivalent job related experience will be considered
- Must be a citizen of and/or authorized to work in the United States

Reports to

- Dean of the College and Director of Institutional Effectiveness

Employment Classifications and FLSA Status

- Staff Position
- Salary / Exempt
- Full-time (40 hours per week, Monday-Friday, occasional evening/weekend)
- Paid time off accrues from date of hire
- Medical benefits and retirement plan available
- Eligible for annual merit bonus

This is a general explanation of the nature and level of responsibilities, skill sets, functions, and qualifications necessary to be a successful fit in this position. It is not intended to be all inclusive or be interpreted as an employment contract. Requirements and essential functions are subject to change.

CCMS is an equal opportunity institution and employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law. Reasonable accommodations may be made to enable individuals with disabilities to perform the skills required for the essential functions of the job.

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Signature of President & CEO

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