

TITLE: Director of Advising and Recruitment
DEPARTMENT/DIVISION: Student Affairs
REPORTS TO: Vice President for Student Affairs
CLASSIFICATION: Professional

POSITION SUMMARY

The Director of Advising and Recruitment is responsible for leading the advisement and recruitment functions for the College. This position provides key leadership in the development and implementation of programming designed to admit and advise prospective students. The candidate must have the ability to create programs to advise students individually and in groups regarding college admission, academic programs, degree requirements and support services. The candidate must also supervise, coordinate and train the recruitment specialists and new and returning student advisors, to include faculty and staff.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Creates and implements strategies designed to enhance student advisement and recruitment, in close coordination with the Vice President for Student Affairs and key campus entities.
- Supervises all academic advisors.
- Researches best practices among student advisement and recruitment programs.
- Conducts evaluation of the advising and recruitment program and creates periodic reports.
- Develops and maintains a thorough and comprehensive knowledge of academic programs and support services, including academic programs and courses, admissions requirements, and available financial assistance.
- Works closely with Academic Affairs on the creation of course schedules that are in the best interest of students to graduate in a timely manner.
- Facilitate the planning, organization, and implementation of special events.
- Contacts and meets high school counselors and teachers to develop rapport, provides assistance and promotes SSC programs and services.
- Fields telephone calls and emails from students and advisors.
- Develops and implements a comprehensive advisement training program to include Jenzabar EX and MYSSCOK.
- Oversees the academic advisement program for the College.
- Works in Jenzabar to develop and edit degree information.
- Works closely with various campus entities to facilitate a smooth transition for newly admitted students.
- Interpret policies and procedures to prospective and current students and the public.
- Handles confidential information with tact and discretion.
- Performs other duties as requested or needed by supervisor.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other functions as necessary or as assigned.
- Some travel required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- **Knowledge:** Bachelor's degree in related area required; Master's degree preferred. Demonstrated experience in promoting higher education to high school and community college students. Knowledge and experience working with a diverse student population.

- **Skills:** Highly organized; excellent organizational skills; accurate and detail-orientated with the ability to prioritize information in a timely manner; solid communication skills (written, oral and active listening); strong interpersonal skills. Experience with word processing, spreadsheets, and software for creating flyers, brochures, newsletters, etc. A working knowledge of Jenzabar EX is preferred.
- **Abilities:** Ability to work under minimal supervision and practice strong organizational and time management techniques. Must be able to respond effectively in a variety of situations. Ability to work effectively in team situations, multi-task, innovate, lead and manage change in a positive and inclusive manner. Ability to effectively organize, prioritize, and schedule work assignments. Ability to evaluate the effectiveness of the admissions process and establish and maintain cooperative relationships with schools, universities, community organizations, and other institutions.

Applications will be accepted until the position is filled; however, only candidates whose applications are received by **July 7, 2023** are assured of receiving full consideration. Salary is commensurate with education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, long-term disability, and life insurance equivalent to two times the annual contract salary. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment. Employment is subject to successful completion of a background check. *The filling of this position is contingent on the budget.*

To apply, please attach letter of application, resume, copies of all academic transcripts, and three current names and phone numbers of professional references.

Seminole State College
ATTN: Human Resources
P.O. Box 351
Seminole, OK 74818

or

Email all documents to: HR@sscok.edu

*SSC in an EEO employer committed to multicultural diversity.
SSC participates in E-verify.*

Posted June 21, 2023