



# Dartmouth College

**Title:** Assistant/Sr. Assistant Director of Admissions/Coordinator of Native American Recruitment

**Department:** Admissions UG

**Reports to:** Dean of Admissions and Financial Aid

**Position #:** 0565100

**Category:** Exempt

**Level:** DRM B

**Date:** May 2012

## Position Purpose

Performs a wide range of admissions duties, including travel designed to attract qualified students, reviewing and assessing applications, organizational duties relating to targeted recruitment programs for prospective students of color, spring programs of accepted students, and daily conducting of group information sessions and interviews. In addition, to coordinate the Native American recruitment efforts per the Dartmouth charter, through a broad range of activities involving regional work, alumni, current students, guidance counselors, and tribal government employees.

## Key Accountabilities

### *Note*

- Employment will be contingent upon possession of a valid U.S. or Canadian driver's license and continued qualification as an Approved Driver under the Dartmouth College Driver Safety and Motor Vehicle Policy.

### *Admissions Functions*

- Commitment to diversity and to serving the needs of a diverse population.
- Plans, organizes and manages admissions activities for a given geographic region.
- Develops targeted recruitment plans for prospective Native American students; participates on or chairs the Native American Recruitment Planning Committee.
- Identifies alumni enrollment needs, recruits potential alumni and conducts enrollment workshops, with additional focus on working with Native American alumni.
- Assists with or coordinates prospective student campus visitation programs such as the Native American Fly-In Program and various student of color prospective applicant visitations programs.
- Reviews admissions files and handles correspondence from the region.
- Interviews and evaluates prospective applicants.
- As a member of the selection committee reviews and evaluates applications to select qualified applicants for undergraduate admissions.
- Liaisons with tribal governments across the United States.

### *Communications*

- Communicates with faculty, alumni, applicants, parents, and secondary school officials regarding decisions and policies.
- Provides professional guidance to applicants and parents about educational planning.
- Conducts group information sessions for visiting students and their families.
- Communicates with OPAL, NAP and NAD offices to coordinate programming and outreach.

### ***Miscellaneous***

- Participates in the organization and implementation of April visitation programs for accepted students.
- Assists with the management of undergraduate interns and the coordination of on-campus programs.
- Assists in general professional development activities for the Admissions Office.

*Performs other duties assigned.*

### **Position Requirements**

<b>Skills &amp; Knowledge</b>	<b>Experience</b>	<b>Education</b>
<ul style="list-style-type: none"><li>• One year of experience with and understanding of issues related to the recruitment of Native American students seeking to attain higher education in the United States.</li><li>• Excellent communication and interpersonal skills.</li><li>• Strong planning and organization skills and the ability to manage competing priorities.</li><li>• Analytical thinking and decision-making skills.</li><li>• Out of town travel is required, involving evening and weekend commitments.</li><li>• Driver's license is required.</li><li>• Commitment to diversity and to serving the needs of a diverse community.</li></ul>	<ul style="list-style-type: none"><li>• Relevant experience or special training in educational administration.</li></ul>	<ul style="list-style-type: none"><li>• Bachelor's degree or the equivalent combination of education and experience.</li></ul>