TITLE: Assistant Director of Admissions

SUPERVISOR: Director of Admissions

JOB OBJECTIVE: Responsible for all processes necessary to ensure that accurate and proper documentation of materials for individuals seeking admission to Nashville State are submitted and maintained in the students’ admissions files.

ESSENTIAL JOB FUNCTIONS:

A. Principal accountability and leadership for the accurate processing of applications, maintenance of files prior to registration and correspondence with applicants for admission
B. Communicates with Computer Services to ensure that SIS needs for the Admissions Office are met
C. Is responsible for documents, letters, and forms used to correspond with applicants for admission
D. Coordinates with the Registrar to ensure that the applicant files are accurately imaged in the student record document imaging system
E. Serves as the designated school official for international students, the school official to sign Immigration and Naturalization (INS) documents for students
F. Determines student status with regard to residency, tuition classification and review of international documentation
G. Ensures that accurate information is provided at the Information Center
G. Performs other work as assigned.

MINIMUM JOB STANDARDS:

A. Bachelor’s degree required; Master’s degree preferred
B. Five years of responsible experience in higher education
C. Typing and word processing/microcomputer skills

JOB LOCATION: The primary job location is the college’s main campus. Occasional travel throughout the service area may be required.

EQUIPMENT: Use of standard office equipment, including a microcomputer, is required.

CRITICAL SKILLS/EXPERTISE:

- Excellent oral and written communication skills
- Excellent organizational, promotional, and long-range planning skills
- Critical thinking skills

NON-ESSENTIAL FUNCTIONS: None

SALARY:

EMPLOYMENT DOCUMENTS: Current Federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed

APPLY TO: Human Resources
Nashville State Technical Community College
120 White Bridge Road
Nashville, TN 37209

Nashville State is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA Employer