



## JOB DESCRIPTION

**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*