

Admissions Director

Position Summary: Catholic Distance University is currently seeking a full-time Admissions Director.

The ideal candidate would be dynamic, mission-driven, and a strategic thinker, with excellent customer service skills and an aptitude for recruitment. This position is responsible for developing the recruitment strategy for the university; selectively screening, interviewing, and guiding prospective students through the application process; working collaboratively with marketing to achieve enrollment goals; and managing the admissions staff. This is a full-time, 40-hour/week position that requires presence in the office on a regular basis.

Responsibilities:

- Main point of contact for prospective students concerning all academic programs and courses.
 - Work with prospective students to understand their goals, assess qualifications, and guide them through the admissions process.
 - Properly inform prospective students about university programs and resources.
 - Act in a liaison capacity between the prospective student and other campus departments to ensure that the student admissions and enrollment process is efficient, effective, and highly customer-service oriented.
- Develop recruitment strategies for the university, monitor enrollment numbers to assess the effectiveness of the strategies, and make adjustments as necessary to achieve university goals.
- Understand and adhere to accreditation standards, DoD and VA requirements, and financial aid academic program eligibility requirements.
- Support the financial aid office and academic departments to assess students for institutional aid.
- Participate in the planning and running of campus recruiting events as needed.
- Serve as a member of the university leadership team.

Qualifications: The Admissions Director should have a minimum of a Bachelor's degree and a minimum of three years of customer-service and/or sales-related experience, preferably in higher education.

Skills:

- Ability to identify and assess educational needs of prospective students in light of the mission of CDU and communicate the educational benefits with enthusiasm.
- Ability to think strategically and develop or adapt processes to achieve university goals.
- Ability to manage staff effectively, and work collaboratively across departments.
- Excellent written and oral communication skills.
- Organized and detail-oriented, with the ability to multitask and meet deadlines.
- Ability to interpret government or accreditor regulations and ensure compliance.

- Proficiency in Microsoft Office and Google Suites. Knowledge of or ability to learn university systems (Populi and Canvas).
- Proficient in Spanish – preferred.

Salary and benefits are based on qualifications. Qualified candidates should send a resume and personal statement describing alignment with the university mission to Amy Shouse at ashouse@cdu.edu.

Catholic Distance University does not discriminate against any applicant or student on the basis of sex, race, color, age, national origin, religion, disability, or any other status protected by applicable law.