Southern Connecticut State University is an intentionally diverse and student-centered University dedicated to academic excellence, access, and service for the public good. Southern provides a supportive and welcoming environment for all members of its community through a campus wide commitment to social justice. Founded as a teacher's college in 1893, Southern has evolved over the past century into a comprehensive public university of more than 8,000 students, offering graduate and undergraduate programs in the liberal arts and professional disciplines. It is one of four universities in the Connecticut State Colleges and Universities System. The University is located in New Haven, a city rich with arts and culture, and less than 90 miles from New York City and 140 miles from Boston.

The Assistant Director of Admissions works collaboratively within the First Year Admissions team to administer all aspects of the recruitment and admissions process, including but not limited to rendering admissions decisions, representing Southern at college fairs, participating in on campus recruitment events, and giving admissions presentations. This position also advises students through the admissions process and ensures they are properly informed about Sothern's campus, community, and programs. The Assistant Director supports Enrollment Management goals to recruit and retain students, and provides excellent student service while maintaining compliant, timely, accurate, effective and efficient operation of the First Year Admissions department.

POSITION RESPONSIBILITIES:

As a member of the Admissions team, works toward the development and implementation of a comprehensive recruitment plan achieves the University's enrollment goals.

Attends and represents the University at college fair programs, conducts high school visit, and other outreach activities to support the University's mission.

Represents Admissions Office at high schools and community colleges in seeking qualified applicants for admission to the University.

Assists the Director in developing and implementing on and off-campus recruitment activities:

Counsels incoming students and their families regarding processes and procedure for admission to the University.

Reviews application files and makes admission decisions on first-Time and transfer applications.

Participates in various admission activities on and off campus requiring evening and occasional weekend work.

Assists the Director with various assignments related to enrollment services.

Assists in office administration including the training and supervision of student workers.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS:

Bachelor's degree, and at least three years of experience in higher education

environment required. Master's degree preferred. Demonstrated high quality interpersonal communication skills and ability to master administrative functions. Demonstrate ability to grasp knowledge of and communicate information about all academic programs offered to the University. These qualifications may be waived for individuals with appropriate alternate experience.

Interested candidates should electronically submit a cover letter, current resume and the names, titles and contact information of three professional references no later than:

Friday, February 24, 2023

Please email materials as attachments in (Word or PDF format) to Celina Alles-Gonzalez at allesgonzam1@southernct.edu and include the title of the position for which you are applying for in the subject line.