



POTEAU • SALLISAW • ONLINE

POSITION:

Director of Admissions

GENERAL DESCRIPTION: Carl Albert State College is accepting applications for a **Director of Admissions**. This is a full time 12-month position located on the **Poteau** campus. This position establishes and conducts admissions processes for the college and updates procedures used to evaluate applications and make decisions on student admissions. This position supervises admissions personnel in data entry and communications with student, parent or other customers. This position is responsible for but not limited to:

- Explain admissions policies to potential students, parents and college personnel
- Review, modify and maintain application for admission and re-admissions
- Review student credentials for entry placement
- Reviews and updates all applications for admission
- Review process of academic suspension and appeals
- Oversees admissions staff to promote best practice in workflow methods

QUALIFICATIONS:

Bachelor's Degree required. Must be attentive to detail; possess good organizational skills; effective oral and written communication skills; ability to work independently; excellent interpersonal skills; excellent customer service skills.

APPLICATION DEADLINE:

Open until filled

SALARY:

\$ 35,000 - \$ 40,000 annually; commensurate with experience. Full Benefit Package that includes: Employer paid Medical, Dental, Life, Long-term Disability and Oklahoma Teachers Retirement. Also includes approximately 70 paid days off per year holiday breaks, sick days, vacation days etc. for 12-month employees.

APPLICATION PROCEDURE:

To be considered for this position, please submit a CASC application (available at: <http://carlalbert.edu/employment-opportunities/>), letter of application and an updated resume', copy of transcripts and three letters of recommendation. Application packet may be submitted by mail to: Human Resources Department, Carl Albert State College, 1507 S. McKenna, Poteau, OK, 74953 or email, employment@carlalbert.edu or fax to (918)-647-1359.

***CASC is an Equal Opportunity/Affirmative Action employer and encourages all qualified individuals to apply.
Applicant must be eligible to work in the U.S.***

Posted: 5/24/2023