

# Job Opening

**Title: Assistant Director of Admissions**

**Location: Lancaster California**

College in the Lancaster California Area is adding the new role of Assistant Director of Admissions to work as an Admission Representative 90% of the time and 10% of the time assisting the Director of Admissions with the day-to-day operations/management of the Admissions department. If you have strong management skills, as well as strong and effective sales abilities, this may be the opportunity you've been looking for!

## **Primary Responsibilities:**

- Support the success of the Admissions department
- Assist the Director of Admissions to ensure that new student start goals are met and the admissions policies and procedures are followed
- Provide training and coaching support to all admissions staff
- Conducting and monitoring campus lead generation campaigns

## **JOB QUALIFICATIONS AND SKILLS**

- Associates Degree required. Bachelor degree preferred.
- 2-3 years minimum work experience in business, customer service, education or sales.
- Preference will be given to applicants with experience in a college admissions department.
- Ability to multi-task, prioritize duties, and exhibit excellent communication skills
- Proficient with Word, Excel, Internet, and knowledge/ability to learn database software
- Ability to work varied shifts: 8:00AM-5:00PM, 9:00AM-6:00PM, and 11:00AM-8:00PM.

**If you are interested in this position please email your resume to [vrojo@goodwillsocal.org](mailto:vrojo@goodwillsocal.org)**