

# VACANCY ANNOUNCEMENT

VA#2012-003  
Open: 1/16/12  
Close: Until Filled

**Position:** Assistant Director of Admissions & Financial Aid

**Salary:** PL-A/1-12 @ \$16,010.00 to \$24,647.00 per annum  
(Depending on Qualifications)

**Location:** Admissions & Financial Aid Office

## **Examples of Duties:**

Duties and responsibilities of the Assistant Director of Admissions & Financial Aid include the following:

1. Major responsibility is to assist in the development and maintenance of the admissions office's recruitment and marketing plan with the purpose of promoting the College's visibility and general recruitment efforts to prospective students, parents and community.
2. Assist in the development, maintenance and execution of the department's communication plan to prospective, admitted students and parents.
3. Assist in the recruitment efforts by traveling to high schools and community, visiting with prospective students and families and participating with and planning campus events.
4. Present the college to prospective students and parents, which include systematic and efficient handling of applications and communication with candidates and their parents; interviews with candidates and their parents; securing of necessary student credentials; and communicating final decisions to the appropriate individuals.
5. Develop the admissions budget and appropriate admissions and marketing materials, advertisements, mailings, web pages (consult the director of computer) and publications that interpret the school to prospective students.
6. Develops a marketing campaign that relays the college's mission to prospective students.
7. Work to improve general recruitment success by assisting with the overall admissions strategy, communication and outreach.
8. Assist with the management of recruitment events and other recruitment duties.
9. Develop and monitor statistical reports to enhance recruitment strategies, yield management, forecasting and operational efficiency.
10. Assist in maintaining a recruiting database and follow up tracking system.
11. Evaluate and execute admission decisions on applicant files both freshman and transfer students.
12. Counseling prospective freshman and transfer applicants.
13. Responding to admissions inquiries via phone and email.
14. Assist the Director in regards to the overall administration of the Office of Admissions & Financial Aid.
15. Perform other duties as assigned by the Director of Admissions & Financial Aid.

## **Minimum Qualification Requirement:**

Bachelor's degree with at least four (4) years experience directly related to the duties and responsibilities specified above. Prefer candidates with master degree.

## **General Information:**

Application Forms can be obtained from Human Resources Division at the above address or at our website: [www.palau.edu](http://www.palau.edu). Send completed application with official transcripts, resume, and verification of previous employment(s), if any, to same address. For further information, call the number above, come in and see us or email us at [hr@palau.edu](mailto:hr@palau.edu).

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