



Position Title: Assistant Director of Admissions & Transfer Coordinator

Reports To: Dean of Enrollment

Department: Admissions and Recruitment

Classification: Full-time, Salary Exempt, 12-months, Benefits Eligible

POSITION OVERVIEW

The Assistant Director of Admissions & Transfer Coordinator is responsible for overseeing the college's transfer student recruitment, admission, and enrollment processes. This position plays a critical role in supporting the Office of Admissions by developing and implementing strategies to attract, enroll, and retain a diverse population of transfer students. The Assistant Director will serve as a campus-wide liaison, collaborating with academic departments, student services, and other key stakeholders to ensure a seamless transition for transfer students.

DUTIES AND RESPONSIBILITIES

- Manage all aspects of the transfer student application and admission process, including reviewing applications, making admission decisions, and communicating with prospective students
- Develop and execute targeted recruitment activities and events, such as transfer fairs, information sessions, and campus visits, to identify and engage qualified transfer applicants
- Serve as the primary point of contact for transfer students, providing guidance and support throughout the application, admission, and enrollment lifecycle
- Collaborate with academic advisors and department heads to ensure smooth credit evaluation and course articulation for incoming transfer students
- Analyze and report on transfer student enrollment trends and outcomes to inform strategic planning and optimize recruitment efforts
- Coordinate with the Office of the Registrar, Financial Aid, and other campus partners to facilitate the enrollment and registration of admitted transfer students
- Develop and maintain up-to-date transfer student guides, policies, and procedures, ensuring compliance with institutional and regulatory requirements
- Represent the college at regional and national transfer-focused conferences and professional events

- Contribute to the continuous improvement of transfer student support services and programming

MINIMUM QUALIFICATIONS

- Bachelor's degree required; Master's preferred in student affairs, counseling, higher education, or a related field
- 2-3 years of experience in a student support or student affairs role within a college or university setting

Preferred Qualifications:

- Previous experience working in a community college or transfer-focused environment
- Knowledge of current trends and best practices in transfer student recruitment and retention
- Familiarity with state and regional transfer articulation agreements and policies
- Certifications or training in areas such as academic advising, student development, or enrollment management
- Involvement in professional organizations related to higher education admissions and transfer

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of student systems as related to admissions databases, and Microsoft products
- Knowledge of acceptable advising and/or recruiting techniques and practices
- Knowledge of applicable federal and state regulations
- Ability to recruit students
- Skill in making written and oral presentations
- Interpersonal skills

WORKING CONDITIONS/PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line

- Cover Letter
- Resume
- Unofficial transcript of highest educational level completed
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Solicitations or Phone Calls Please