

Florida College – Job Description

Director of Admissions

The Office of Enrollment at Florida College is seeking applicants for the position of Director of Admissions. The Director of Admissions is responsible for overseeing all aspects of new student enrollment at the college and involves managing the daily operations of the Admissions Office and executing strategic initiatives to achieve enrollment goals. The Director of Admissions will collaborate with various departments, including Financial Aid, Academics, Advancement, and Online Learning, and play a key role in recruitment, retention, and outreach efforts. Successful candidates must demonstrate support for the mission and values of Florida College.

Responsibilities

- Lead and manage the day-to-day operations of the Admissions Office.
- Oversee all student recruitment programs and initiatives.
- Develop and own performance goals for individual team members.
- Assist the Vice President of Enrollment with board reports, submitted three times annually.
- Manage and maintain the Admissions Office budget.
- Execute strategies for new student enrollment in alignment with institutional goals.
- Collaborate with the Financial Aid Office to optimize enrollment yield.
- Serve as the Admissions Counselor for Premier Scholars.
- Oversee the use and optimization of Slate (CRM) in the admissions process.
- Direct recruitment efforts related to the Florida College Camp System.
- Oversee the direction of on-campus events, including campus tours, ensuring a positive visitor experience.
- Conduct regular meetings with the Admissions team to ensure alignment and progress.
- Provide professional development opportunities for the Admissions staff in coordination with the AVP of Enrollment.
- Work closely with the Director of Parent and Alumni Relations to enhance parent and alumni engagement in recruitment efforts.
- Travel to conferences and events as needed
- Support the Dean of Students' Office in executing move-in and New Student Orientation
- Serve on College Strategic Initiatives as required

Minimum Qualifications (Required)

- Bachelor's degree or above

Preferred Qualifications

- Admissions/Higher Education/Sales or Recruitment experience

Knowledge, Skills, & Abilities

- Excellent written and verbal skills
- Excellent Microsoft Office Skills
- Excellent grasp of technology
- Excellent leadership skills
- Excellent team building skills

- Intellectual curiosity

Interested applicants should submit a cover letter and resume to Wes Mallory – Human Resources Director malloryw@floridacollege.edu **Priority consideration will be given to applicants whose materials are received by September 15, 2026.**

Florida College is committed to maintaining a safe and secure campus environment and protecting the financial and physical assets of the institution. Therefore, Florida College conducts background checks on all finalists for employment.

Florida College is an Equal Opportunity Employer and does not engage in prohibited discrimination in employment based on race, color, religion, national or ethnic origin, age, sex, disability, or prior military service. Florida College complies with applicable federal and state nondiscrimination laws.