



CROWLEY'S RIDGE COLLEGE

scholarship • spiritual life • service

Position: Director of Admissions - A 12-month full-time position with a number of benefits.

Start Date: Immediate – will work out start date to suit all parties involved

About Crowley's Ridge College:

Crowley's Ridge College (CRC), founded in 1964 is a private, four-year, church affiliated but autonomous, co-educational liberal arts college. CRC provides for its students a balanced course of studies appropriate for Bachelor and Associate Degrees. While CRC is affiliated with the Churches of Christ, students of all religious backgrounds are welcome. The student population comprises traditional residential, commuter, and concurrent enrollment students, and non-traditional students. The mission of Crowley's Ridge College is to promote academic and spiritual growth in every student.

Position Description:

The Director of Admissions shall report directly to the Vice President for Student Affairs. The Admissions Office at Crowley's Ridge College seeks to serve the community as a whole by introducing educational opportunities to all individuals. The Admissions Office will help each individual meet their educational needs in order to lead a more satisfying and enjoyable life. Admissions is not only informing students of educational opportunities at CRC but assisting the student through the matriculation process increasing yield into the college. Departments who play a specific role in the process are Admissions, Athletics, Division Chairs, Financial Aid, and Registrar. The President, Development, and Marketing staff are also connected to the work of the Admissions Office in creating/distributing materials, and communications with constituents through presentations among churches, businesses, individuals, and the community. The Director of Admissions will manage a professional, highly productive, and motivated Admissions Office in a successful manner to achieve the following objectives of a detailed Annual Recruitment Plan.

Objectives:

1. Collect and use data and statistics to predict trends more accurately at Crowley's Ridge College and follow assessments to make informed decisions in developing plans to increase enrollment.
2. Increase the enrollment of non-athletes.
3. Increase the enrollment percentage of Church of Christ full-time students.
4. Improve and enhance CRC's visibility as a desirable, higher education institution.
5. Develop a comprehensive communication plan designed to provide timely communication with prospects, applicants, newly registered students, and parents.
6. Update and revise policies and procedures related to the admissions process.

Requirements:

- Previous admissions experience in higher education or comparable experience in other fields.
- Ability to work effectively while motivating an Admissions team to achieve the above objectives.
- Ability to analyze daily work of the Admissions team and encourage improvements as needed.
- Presentation to churches, various groups, and individuals required. Some overnight traveling.
- Highly motivated to help achieve the Thrive 2025 Strategic Plan of increasing enrollment to 500 (300 full-time and 200 part-time students) by the end of 2025.
- Master's degree preferred.
- Candidate must be active member of a Church of Christ and demonstrate a commitment to Christian ministry while understanding the needed environment of a Christian college.

Please submit a resume by email to: Paul McFadden, Vice President for Student Affairs at pmcfadden@crc.edu

Questions? Call or email: 870-236-6901 ext. 115 or pmcfadden@crc.edu

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CRC feels like home

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www.crc.edu | www.facebook.com/CrowleysRidgeCollege