



Northeast
College of Health Sciences

Northeast is an equal opportunity employer.

JOB POSTING
OFFICE OF HUMAN RESOURCES
March 11, 2026

POSITION: Director of Admissions

DEPARTMENT: Admissions

DIVISION: Enrollment Management and Student Affairs

HOURS: Full-Time, Exempt, Monday – Friday; 8:30 a.m. - 4:30 p.m.; occasional evenings and weekends

Note: As a member of our exempt work force there could be occasions when a commitment beyond the normal workweek may be required.

Salary information: \$90,000 to \$100,000

BENEFITS:

- Medical Dental Vision Health Savings Account Flexible Spending Account
- College Paid Life, AD&D, LTD insurance Generous PTO 12 Paid Holidays
- TIAA Retirement with 8% college contribution after one year of employment
- Free EAP Counseling Services Free Chiropractic Care

Northeast College of Health Sciences is committed to creating a culture of diversity, equity, inclusion, and belonging with our college campus community. In support of our institutional values, we acknowledge each person's unique experience, perspective, and ability as contributions that both enrich our community and enhance the professions and people we serve. As such, the College is dedicated to providing equitable opportunities to all future and current employees, including those belonging to groups that have been historically underrepresented in higher education.

GENERAL DESCRIPTION: Reporting to the Vice President of Enrollment Management and Student Affairs (VPMSA), the Director of Admissions provides oversight and manages the admissions process for in-person and online programs. The Director is responsible for developing enrollment strategies, managing admissions operations, supervising staff, guides the day-to-day operations to meet enrollment goals and ensuring a high-quality experience for prospective students and families.

Specific Duties and Responsibilities:

1. Assist the VPMSA with the implementation and evaluation of strategic enrollment management initiatives for all programs.

2. Oversee Admission Counselors in the development of recruitment plans and their management of inquiry and applicant pools in support of assigned enrollment goals and reviews counselor and faculty recommendations to determine final applicant acceptance or denial based on admission requirements.
3. Manage and optimize counselor inquiry and applicant outreach efforts using the Slate CRM system; plan and direct improvement strategies.
4. Oversees the audit of the admission data system to ensure the accuracy and integrity of admission data. Resolves any data integrity issues, creates documentation, and provides staff training to rectify/prevent issues.
5. Develops admission department policy and procedure manual outlining data flows and operational processes. Regularly reviews, updates and provides staff training as appropriate.
6. Collaborate with the Education Partnership Manager and the VPMSA regarding travel.
7. Assists with development of processes based on student relationship best practices to effectively build and deliver timely communications to prospects, applicants and newly enrolled students.
8. Coordinate and conduct admission counselor training for recruitment and admission processes and activities.
9. Co-leads new student orientation program with the Executive Director for the Center for Student Support.
10. Propose and implement improvement processes to resolve identified Admission Counselor and/or team productivity and performance concerns.
11. Establish and update admissions processes to enhance the admission experience for all stakeholders; serve as the liaison for the Admission Counselors and the financial aid, registrar, student support, counseling and alumni affairs offices.
12. Utilize Slate CRM data via dashboards, queries and reports to guide decisions and actions in collaboration with Admissions team and VPMSA.
13. Provide recruitment and enrollment updates to the VPMSA keeping them apprised of any issues surrounding the admissions processing of prospective students.
14. Assist the VPMSA with administrative tasks and functions and undertake special projects as requested.
15. Lead the planning, organizing and execution of on and off campus and virtual recruitment activities; lead session presentations and participate in recruitment activities as needed.
16. Meet with, support and mentor Admission Counselors individually and as a team regularly to foster a positive work environment.
17. Ensure compliance with all state, federal and/or accreditation requirements regarding recruitment, admission and enrollment.
18. Actively collaborates with the admissions leadership team.
19. Participate in college committees as requested.
20. Participate in professional development activities.
21. Supervise Admission Counselors, Assistant Director of Online Master' Degrees recruiting for all existing and future programs at the Long Island Branch Campus and Seneca Fall campus. Oversee onboarding, research efforts and enrollment goals.

Methods of Accountability:

1. Verbal and written communications with the VPMSA.
2. Faculty, staff, and student feedback.
3. Compliance with College policies and procedures.
4. Performance evaluations by the VPMSA.

Qualifications:

1. Bachelor's degree required; master's degree preferred (Higher Education Administration, Counseling, Business, or related field)
2. Three to five years of progressive administrative experience in admissions required.
3. Experience in higher education administration.
4. Experience with admissions software/CRM systems, Slate CRM preferred.
5. Ability to analyze data and exercise thorough decision-making.
6. Ability to use sound judgement in all situations and discretion with confidential information required.
7. Strong organizational, time management, problem-solving abilities and process management skills with attention to detail.
8. Excellent written and verbal communications skills.
9. Professional demeanor with sound leadership and training skills.
10. Proficiency in Microsoft Office programs.
11. Ability to work as part of a team.
12. Ability to manage a fast-paced, multi-task work environment.
13. Ability to travel required.
14. Ability to carry and transport admissions materials, displays and other equipment.
15. Ability to work evening and weekend hours on occasion.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: humanresources@northeastcollege.edu

** Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

Northeast College of Health Sciences is an Equal Opportunity employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions and employment practices.