

SKIDMORE COLLEGE
Position Questionnaire for Exempt Staff Positions

All positions must comply with all Skidmore policies and procedures including safety regulations.

“NOTE: In accordance with Financial Services protocols and good business practices, a department head, chair, or equivalent is typically responsible for monitoring their department budget, with appropriate Cabinet member oversight. To maintain effective internal controls and appropriate segregation of duties, the approval of check requests and other similar business documents and transactions must only be performed by authorized supervisors who are different from the requesters or those that process such transactions.”

1. Background Information

Position Title: Assistant Director

Employee's Name: Jane Doe

Department: Admissions

Years in Position: 3.5

Supervisor's Name: A. Smith

Part-Time:

Full-time: 12 months

Date: 8-1-1994

Campus Phone: 1235

2. Position Summary

(Briefly state the basic purpose of this position - Why it exists?)

Under administrative review of the Director, develop effective student recruitment strategies, oversee special projects and implement the policies of the Admissions Office and Skidmore College

| 3. Job Function | 4. % Time | 5a. Responsibility for Results | 5b. Complexity | 5c. Relationships |
|------------------------------------|------------------|---|---|--|
| (Provide examples of what is done) | | (Problem-solving, decision-making, accountability) | (Details, variety, unique demands) | (Interactions, influence, communications) |
| 1. Recruit students | 50% | Interpret and implement policies to ensure the quality of the student body is maintained. Plan individual travel. | Work with variety of high schools in an assigned area. Conduct or attend College Fairs/information sessions to explain the benefits of a Skidmore education | Interact with students, parents, alumni, high school counselors and faculty. |
| 2. Evaluate applications | 25% | Determine which | Review approximately | Must be able to |

| | | | | |
|---------------------------------------|-----|--|---|--|
| 3. Interview candidates for admission | 15% | <p>applications meet general institutional criteria for admission; great latitude for critical judgment.</p> <p>Make initial evaluation regarding possible admissibility of candidate. Interpret policies and explain the benefits of a Skidmore education. Gather information about the student; personal evaluation.</p> | <p>1500 applications each year; Must have good working knowledge of different schools, different curricula and different transcripts.</p> <p>Interview 200-250 prospective students annually followed by interview report for each which entails about 1 ½ hours per student. Meet with parents after interview with student.</p> | <p>communicate effectively, forcefully, and diplomatically with other staff members during the process.</p> <p>Work with student assistants and office staff to determine schedule and interview flow; set up appointments with faculty and staff when necessary. Address parental concerns.</p> |
| 4. Implement projects | 10% | <p>Develop new programs to enhance recruitment efforts (such as special mailing and recruiting efforts; on-campus programs that are oriented toward unique sub-group in inquiry pool). Maintain records, meet deadlines.</p> | <p>Maintain up to date knowledge of Admissions work including planning and operating level activities.</p> | <p>Interact with faculty, administrators, alumni and the general public.</p> |

6. Basic Knowledge and Skill Requirements

(List the minimum education, experience and skills necessary to perform the job effectively)

Focus on the needs of the position, not the qualifications of the incumbent.

Education and/or Training

Level: Bachelor's degree

Specialty (if any): Any field

Experience:

Type: student recruitment

Amount: 3 years

Skills: Interpersonal; communication; organizational; initiative; imagination; flexibility

7. Application of Knowledge

(Describe why the knowledge and skills indicated above are necessary and how they are used to achieve results)

Interpersonal, communication and organizational skills are needed to provide effective services to a wide variety of clients. The bachelor's degree is necessary in order to properly advise and counsel prospective students. Initiative, imagination and flexibility are needed to handle the volume and changing nature of the work.

Comprehensive knowledge of Skidmore and Skidmore's constituents, as well as admissions trends, strategies, policies, procedures and their appropriate application to the admissions cycle is critical to achieving the College's enrollment goals. The skills and experience listed above are essential to recognizing, prioritizing, and implementing the appropriate tools and projects required in different phases of the admissions cycle. The possession of strong communication skills is essential to effective interaction with institutional constituents. Flexibility and diplomacy are necessities given the volume and changing nature of the work.

8. Resource Management

(Describe ways human, fiscal, and other College resources are managed)

The incumbent needs to schedule time effectively; coordinate and train students, faculty and alumni for recruitment efforts; use Admissions data base to provide essential information; and update the contact data base.

9. Employee's Comments

(Provide information which describes other aspects of the job not previously listed)

The job requires the ability to handle responsibility for Admissions decisions. Self discipline is necessary for successful performance.

10. Supervisor's Comments

(Provide any information that may add to the accuracy and completeness of the position questionnaire)

In addition to independent action, the position requires frequent travel within the assigned region and involves work on evenings and weekends during the recruiting season.

11. Signatures

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Department Head: _____

Date: _____

For Human Resources Only

Reviewed by: _____

Action: _____

Date: _____

VP or Dean: _____

Date: _____