

Heritage Christian University is seeking a **Director of Admissions/Enrollment Services** to join the Heritage family in fulfilling her mission of advancing the Lord's church through undergraduate and graduate programs and continuing education.

The **Director of Enrollment Services** is a professional whose primary vision and interest is high-quality leadership, guidance, and direction of the department in the spirit of Christian service. The Director of Enrollment Services leads by example, building and maintaining department activities in order to provide quality services and programs in order to recruit, enroll, educate, equip, and empower students. The successful Director will lead the Department of Enrollment Services in recruiting prospective students that will enhance the geographic and ethnic diversity of the University, while providing financial aid services and quality financial management assistance to students.

The Enrollment Services Department will maintain the integrity of the admissions and financial aid process. The Director will ensure the Enrollment Services Department is a model for campus-wide communication and collaboration maintaining an energetic, creative, and customer-focused environment where diversity is valued, expectations for staff contributions are communicated effectively, and achievement by personnel is recognized.

The position of Director of Enrollment Services requires superior communication, organizational and interpersonal skills; expertise in facilitating organizational development and change; competency in analyzing recruitment-related data and assessing program activities as part of a strategic enrollment planning initiative; understanding the various uses of technology in the recruitment process and the ability to work with a diverse population.

The Director of Enrollment Services must be willing and able to travel extensively and participate in off-campus events including during evenings and weekends.

The Director of Enrollment Services reports directly to the Director of Student Services and meets with the President and the Board of Directors when requested.

#### **Enrollment Services Core Values:**

- clear and effective communication
- continuous improvement
- customer focus
- ethics and integrity
- mutual respect
- professionalism
- resourcefulness
- results orientation
- staff development
- teamwork

#### **Director of Enrollment Services Goals:**

- To recruit qualified students through effective use of marketing strategies, electronic media, mass media, communication, etc.

- To increase the quality of students in the enrollment mix for all relevant subpopulations.
- Advance the University's retention efforts by recruiting students who are an institutional fit.
- To ensure the best possible financial resources to all recruited students and to ensure they are properly advised regarding their financial responsibilities.
- To evaluate data processing and procedures to ensure that information and services are available in a timely and accurate fashion.
- To enhance the operational effectiveness of the Enrollment Services Department.
- To host and or participate in events on campus, off campus, etc. to promote the University's enrollment experience to potential students.

Those interested in becoming part of our family should submit a resume/vita to Travis Harmon at [tharmon@hcu.edu](mailto:tharmon@hcu.edu).