

Barton College: Assistant Director of Transfer Admissions

The **Assistant Director of Transfer Admissions** is responsible for recruiting 90 students per year and overseeing the recruitment of part-time adult students. Specific duties include:

- processing applications for admission
- collecting official documents and transcripts
- supervising an additional staff member

Knowledge of the financial aid process is important.

The assistant director will also serve on multiple committees including New Student Programs and the Orientation Committee. Some night and weekend work is expected, and light travel may be required. Good communication skills (written and oral) are important.

A bachelor's degree is required with two to five years of experience in admissions recruitment and/or sales experience.

Interested applicants should email resumes to the following person:

Amanda Metts
Director of Admissions
ahmetts@barton.edu

No phone inquiries.