KUYPER COLLEGE

POSITION DESCRIPTION

Job Title:	Director of Admissions
Department:	Enrollment Management
Reports to:	President
FLSA:	Full-time, Exempt
Position location:	On-Site
Revision Date:	October, 2026

Kuyper College is seeking a dynamic and motivated Director of Admissions to lead our efforts in recruiting and enrolling new students. As a Christian Bible College, we offer a unique educational experience focused on integrating learning, work and service, providing a strong post graduate foundation for our students. The Director of Admissions will play an important role in leading a team of admissions counselors to achieve our enrollment goals and ensure we continue to attract students who would benefit from a Kuyper College experience. This is an exciting opportunity for someone who is passionate about Christian higher education and who wants to make a meaningful impact on the lives of our students.

SUMMARY:

The Director of Admissions through faithful service to accomplish the mission of Kuyper College provides leadership for the team of Admissions Counselors and manages all aspects of a comprehensive recruitment program. The Director, in partnership with all college departments and constituencies, will be expected to apply an effective combination of traditional and innovative resources and strategies to enable a tuition-dependent institution to achieve its enrollment goals.

PRIMARY RESPONSIBILITIES:

1. Provide overall vision and leadership for effective coordination of activities and operations related to recruitment.
    a. Develop an annual strategic enrollment management plan.
    b. Develop, implement, and evaluate policies, procedures, programs, information systems, and controls for recruitment and admissions functions to assure maximum efficiency and effectiveness of the operation.
    c. Remain current regarding state-of-the-art developments in student enrollment and recruitment technologies and functions.
    d. Hire, train, encourage and mentor staff members to pursue admissions best practices resulting in high standards of performance and teamwork.
2. Work collaboratively with marketing services to support the development of marketing strategies to achieve enrollment goals.
3. Work collaboratively with Financial Aid to support their efforts awarding incoming students financial aid packages.
4. Administer the department budget, including budget forecasting, planning, and monitoring of expenditures to assure adherence to budgetary guidelines.
5. Be knowledgeable of academic programs, student activities, campus life, College profile, and the admission process.

6. Establish and maintain relations with and involvement in professional associations, government, and service organizations that are in the best interest of the office and the College.
7. Maintain a network of faculty, staff, alumni, parents, and friends of the College to assist with recruitment.
8. Maintain the highest levels of service and professionalism.
9. Participate in the campus and local community; attend institutional/public functions
10. Perform other duties as assigned.

Supervisory Responsibilities: Yes; Admissions Staff, Student Employees

EDUCATION AND EXPERIENCE:

1. Bachelor's degree required, advanced degree preferred. An advanced degree, preferably in business, marketing, education or public relations, or relevant work experience in a related field.
2. A minimum of 6 years of experience in the enrollment field is preferred, including 3 years in a supervisory capacity, or experience in a related field. Proven record of progressively responsible experience and accountability in enrollment management is required. Strong management, marketing and organizational skills; excellent writing and speaking skills; knowledge of enrollment management practices, policies and trends in higher education; and computer skills essential. Experience working with the Google platform.
3. Strategic planning experience, demonstrated ability to set and meet enrollment goals, able to make data-driven decisions, and able to strategically link the use of all financial aid within a net revenue enrollment strategy.
4. Candidates must have demonstrated analytical and relational skills, knowledge of market challenges, and a spirit of optimism coupled with pragmatism.
5. Effective communication with faculty, staff, students, parents, alumni, trustees and other constituents is a clear expectation of the person in this role.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

1. Must be able to bend, stoop, lift, and carry items less than 50 lbs. occasionally.
2. Must be able to tolerate a variety of environmental changes due to travel requirements.
3. Must be able to travel, carry supplies and interact with others for more than 8 consecutive hours on a periodic schedule. Must be able to perform sedentary work for up to 8 hours frequently.

Interested applicants should apply at hrapplications@kuyper.edu with a cover letter and resume.

Please visit our website at www.kuyper.edu

Thank you for your interest in Kuyper College