



Assistant Director of Online Admissions

Emmanuel University, located in northeast Georgia, is accepting applications for a full-time Assistant Director of Online Enrollment.

Position Overview

The primary role of the Assistant Director of Online Admissions is to recruit and support online students within fully online undergraduate and graduate degree programs. Individuals in this role should be a passionate advocate for online students and provide timely, positive, and supportive service.

The Assistant Director works within the Enrollment division, reporting to the Director of Admissions, and works in collaboration with the Director of Distance Learning.

The Assistant Director of Online Admissions is expected to:

- Engage in intentional and continuous efforts to improve recruitment of new students who are a good fit for the online program through travel and consistent, timely communication.
- Track and project student enrollment, degree plan, and degree progression.
- Discuss academic progress as it relates to degree requirements and student interests.
- Communicate effectively with prospective students throughout the admissions process
- Engage in intentional and continuous efforts to improve service to and coaching of students, which includes improving internal processes, procedures, resources and published content.
- Demonstrate a high level of maturity and independent judgment when working with various constituencies to analyze and evaluate the needs of the student, accurately assess the situation, determine appropriate information and referrals, exercise discretion to resolve issues, and tailor the message to fit each unique situation.

And, you must have the demonstrated ability to:

- Persuade and motivate others to pursue action.
- Perform in a manner that is reliable, dedicated, productive and exhibits strong self-initiative.
- Provide excellent customer service.
- Handle difficult and sensitive situations, using sound, independent judgment within general policy and legal guidelines.
- Utilize organization, communication and time management skills.
- Actively participate on a team and work independently.
- Preserve confidentiality of sensitive information.
- Be detail-oriented with a high level of energy, integrity and enthusiasm.

Minimum Qualifications

- Bachelor's degree from an accredited college or university.
- Two (2) years relevant experience.
- A valid driver's license with no restrictions and the ability to travel.



Preferred Qualifications

- Master's degree in appropriate field from an accredited college or university.
- Experience supporting or advising online learners.
- Experience providing academic advising in a higher education environment.
- Experience working with diverse populations.

HOW TO APPLY: Please respond via email (preferred) by attaching the following:

- **Cover Letter**
- **Resume:** including minimum of 3 references
- **List of at least three (3) Professional References:** One of the three references needs to be from a current pastor or someone who can speak to your Christian walk personally and/or in the workplace.
- **Personal Testimony:** An explanation of the applicant's relationship with God through the Lord Jesus Christ, including a brief account of accepting Christ as personal savior, church membership, and current church involvements.

No applications will be fully considered until all application documents have been received.

Email Application file to: Joann Harper, Director of Human Resources at jharper@ec.edu.