**Associate Director of Admissions Operations & SLATE Captain for Bethel College, North Newton, KS**

**Job Summary:**

Reporting to the Director of Admissions, the Associate Director of Admissions Operations serves as an internal consultant to the Enrollment Division regarding the Technolutions Slate Customer Relationship Management (CRM) system. This position serves as the functional expert for Slate's ongoing use and maintenance, working with Admissions Counselors on the day-to-day flow of records and with other Enrollment Management leadership to leverage Slate's diverse features in pursuit of achieving enrollment goals. The Associate Director of Admissions Operations will be responsible for overseeing student records throughout the Admissions lifecycle, from prospect to enrolled student, with emphasis on the maintenance of organized and accurate records in Slate, the College's Student Information System (SIS) (Jenzabar One), and file storage (paper and digital).

Secondary responsibilities include support of overall Admissions operations; maintaining accurate and detailed documentation of business processes; generating regular reports; assisting with systems data integrations; data entry; and collaborating with / providing back-up for Admissions/Enrollment staff on projects and events, such as assisting in the organization and maintenance of regular communications and coordination of efforts between Marketing and Communications, Academic Affairs, Student Life and Admissions/Enrollment Management.  For a complete job description, please see our website at:  <https://www.bethelks.edu/about/who-we-are/career-opportunities>.