



## WEBB INSTITUTE Assistant Director of Admissions

*Respond to: [jobs@webb.edu](mailto:jobs@webb.edu)*

### **Overview**

Webb Institute seeks an Assistant Director of Admissions who will develop and implement plans to recruit and select future Webb students as supported by the student aid program. Join a dedicated, close-knit, hands-on team and make a big impact on the future of a premier engineering college. The position reports to the Director of Admissions and Student Affairs.

### **Principal Responsibilities**

- **Admissions Process:**
  - Implement admissions initiatives that introduce prospective students to Webb (recruitment events, high school visits, college fairs, campus tours, and others).
  - Cultivate relationships with high school counselors, teachers, and community organizations to promote Webb and establish a referral network.
  - Identify opportunities to build pipelines to new marine-interested and tech-oriented organizations (specialty high schools, youth organizations, maritime museums) to build awareness of the Webb program.
  - Serve on the Webb Admissions Committee, reading and evaluating prospective student applications, and maintain admissions records. Follow up with applicants to ensure applications are complete.
  - Analyze and report admissions data to the Director, Dean, and President.
- **Policies & Best Practices:**
  - Stay current on admission policies, financial aid regulations, and enrollment trends.
  - Continuously update knowledge of higher education industry trends and competitor institutions to provide accurate information to prospective students.
- **Other Responsibilities:**
  - Assist with marketing initiatives including use of Webb's Customer Relationship Management System.
  - Implement specified initiatives in Strategic and Diversity, Equity, and Inclusion Plans.
  - Take relevant training in Title IX, Implicit Bias, and other areas.

### **Qualifications**

- Bachelor's degree is required, preferably in a related field.
- Prior experience in college admissions is preferred.
- Understanding of effective recruiting communications and marketing practices, including the application of innovative technology and media in recruitment.
- General knowledge of the laws, policies, procedures, and best practices relevant to admissions, financial aid, and student services.

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Glen Cove, New York 11542  
[www.webb.edu](http://www.webb.edu)

## Skills & Behaviors

- Commitment to embrace the mission and culture of Webb Institute.
- Strong communication skills, to enthusiastically communicate the values of the Webb experience to prospective students and their families.
- Strong organizational and data analysis aptitude.
- Proficiency with Google Suite/Microsoft Office and familiarity with databases.
- Strong work ethic, evidence of good judgment, attention to detail, organized, ability to maintain confidentiality, and demonstrable personal integrity.
- Ability to work independently and collaboratively in a fast-paced and dynamic environment.
- Flexibility to work evenings, weekends, and travel as necessary for recruitment events.

## Compensation & Benefits

- Salary: \$64,000 – \$72,000 commensurate with experience and breadth of expertise.
- Webb offers a comprehensive benefit package for this full-time position including healthcare (medical, dental, vision); retirement plans; wellness and gym benefits. The position is full-time and is classified as an exempt employee under the Fair Labor Standard Act (FLSA) and NY State Labor Law.

## More About the Position

The position is office-based during normal business hours, though participation in activities outside those times will be required, as determined by the manager. Occasional travel is required, including visits to college fairs, high schools, colleges, conventions, and seminars.

## About Webb

Webb Institute is a top-ranked undergraduate engineering institution offering a dual Bachelor of Science degree in Naval Architecture and Marine Engineering. Every student receives a full-tuition scholarship and Webb meets full demonstrated need for other costs. The unique program provides 100% placement for graduates supported by direct industry contact through annual internships in shipyards, on ships and in design, engineering, or maritime companies. Graduates also choose to pursue graduate education or transition to numerous non-maritime fields. Located on a beautiful 26-acre waterfront campus overlooking Long Island Sound in Glen Cove, NY, Webb enrolls just over 100 residential students.

*Webb Institute is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability, protected veteran status, or any other characteristic protected by law.*

