

*tl;dr – Want to work for a small school, where you can gain experience in Admissions, Student Transition and Retention, Residence Life, Student Affairs, Marketing, Crisis Management, while also being part of a close-knit family where your ideas matter and you can effect real change?!...come work for Webb Institute!*

**Webb Institute  
Glen Cove, New York  
Assistant Director of Admissions & Student Affairs Job Description**

**Job Title:** Assistant Director of Admissions & Student Affairs (ADASA)

**Job Classification:** 10-month, Exempt Employee under the Fair Labor Standard Act (FLSA)/New York State Labor Law

**Reports to:** Director of Admissions and Student Affairs

**Benefits:** \$48,600 Salary (paid in equal installments over the year) with housing, wi-fi, and daily lunch provided by the college (at no cost)

**Job Description:**

Webb Institute is seeking candidates for Webb's Assistant Director of Admissions & Student Affairs position. Responsibilities include:

- Responding to student emergencies, including crisis management and medical assistance/transporting students to local medical facilities, including after-hours response (Note that there are no on-call hours during summer break [mid-June through mid-August], winter break [mid-December through late-February], or during fall or spring recess).
- Implementing admissions initiatives including coordinating recruitment events, participating in high school visits and college fairs (when not on-call), providing tours of campus to prospective students, etc.
- Maintaining admissions records, as well as reading and evaluating prospective student applications and serving as a member of Webb's Admissions Committee
- Assisting with marketing initiatives, including use of Webb's Customer Relationship Management System
- Serving as a member of the Webb Assessment and Care Team, which addresses students and situations of concern, as well as establishes and implements programs that help ensure student success.
- Assisting with student training and programming during Orientation and Leadership Week, as well as throughout the year on the topics of Title IX, Alcohol and Other Drugs, Mental Health, etc.
- Assisting with both on- and off-campus student-led events, including student trips, and work with student clubs and organization.
- Coordinating the student van process and the van calendar.
- Spearheading programming to assist with student transition and retention.
- Assisting with campus housing including roommate selection and fire safety checks.
- Assisting with the development of student surveys (Campus Climate Survey, Mental Health Survey, etc.), with the submission of federal statutes including the Cleary Act, and with writing/maintaining policies in the areas of admissions and student affairs.
- Implementing Strategic Plan and Diversity, Equity, and Inclusion Plan initiatives.
- Becoming trained as necessary in CPR, First Aid, AED, Title IX, Implicit Bias, and others.
- Assisting with the Webb Merchandise Store

**Qualifications:**

- Bachelor's degree is required
- Experience related to education – this can include DEI, residence life, student affairs, communications, CRM work, admissions, or other areas with transferrable skills
- A requirement of this job is that the ADASA lives on campus in private housing provided by the college (at no cost) and be available to respond to after-hours emergencies while students are on campus during designed on-call hours. Note that significant others and pets are welcome.
- Commitment to embrace the mission and culture of Webb Institute.
- Strong communication skills.
- Proficiency with the Google Suite
- Strong work ethic, evidence of good judgment, attention to detail, organized, ability to maintain confidentiality, and demonstrable personal integrity.

**Supervisory Responsibilities:** The ADASA has no direct reports.

**Work Environment and Physical Demands:** The ADASA job involves considerable computer time in an office environment, walking including providing tours of campus to prospective students, responding to emergencies, as well as filing and related tasks, which may involve reaching, kneeling, or stooping, and lifting objects up to 20lbs.

**Position Type and Expected Hours:** The ADASA is a 10-month, full-time position. Normal office hours for the ADASA shall be determined by the DASA taking into consideration the requirements of this job to handle after-hours emergencies. As an exempt employee, the ADASA is expected to put in the time necessary to accomplish the assigned tasks. Occasional travel is required.

**Other Responsibilities:** This job description is intended to convey a basic understanding of the scope of the job and the general nature and level of work to be performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. Duties, responsibilities, and activities may change, or new ones may be assigned as departmental needs/skills require.

#### **About Webb Institute:**

Webb Institute is a unique, top-ranked engineering college offering one academic program, a double major in naval architecture and marine engineering. The college is accredited by the Middle States Commission on Higher Education and the academic program is accredited by ABET. Webb is the only full-tuition scholarship private undergraduate program of its kind in the country.

Situated on 26 beautiful acres overlooking the Long Island Sound, Webb's Long Island Gold Coast campus is located in a suburban setting 25 miles east of midtown Manhattan. Centered around the historic Stevenson Taylor Hall and Webb's new state-of-the-art Couch Academic Center, Webb's vibrant campus community of approximately 100 undergraduate students work collaboratively with their peers, faculty, administration, and staff to complete a rigorous four-year, 146-credit undergraduate program. A suite of science and engineering laboratories support student learning as well as undergraduate and faculty research. The academic program's balanced treatment of the theoretical and practical is reinforced by Webb's unique annual winter work program that results in all students acquiring at least eight months of industry experience by the time of graduation. By design, all staff are highly accessible to students.

Webb's full-tuition scholarship program together with generous financial aid packages and the highly respected engineering program attracts very capable, dedicated, and hardworking engineering students. Webb students regularly have a 100% pass rate on the FE exam and 100% job placement soon after graduation. Webb is committed to fostering a diverse and inclusive campus environment. All Webb students live and work on the campus under a strong student governance and honor code model. With six intercollegiate sports and many other social and cultural activities to choose from, Webb's campus environment inspires our students to pursue personal passions while building their social and leadership skills.

To apply for a position in the Webb community, please send an email together with a Cover Letter and CV/resume to [jobs@webb.edu](mailto:jobs@webb.edu). Candidates from all backgrounds are encouraged to apply.

Webb Institute is an Equal Opportunity Employer. Webb considers applicants for employment without regard to, and does not discriminate on the basis of, an individual's sex, race, color, religion, age, disability, status as a veteran, or national or ethnic origin; nor does Webb discriminate on the basis of sexual orientation or gender identity or expression.