



# WEBB INSTITUTE

## Director of Admissions and Student Affairs

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

### **Overview**

Webb Institute seeks a Director of Admissions and Student Affairs (DASA) who will chart and guide our course in recruiting and selecting the next Webb generations and oversee activities that support student life and wellness. Join a dedicated, hands-on management team and make a big impact on the future of a premier engineering college. The position reports to the President.

### **Principal Responsibilities**

- **Admissions:**
  - Develop recruitment strategies designed to meet targeted enrollment goals and attract a diverse student body that thrives and enhances the reputation of the college. Actively deploy those strategies in selecting/admitting students and in the financial aid process.
  - Collaborate on creative marketing plans that use social media, targeted marketing, and marine-oriented channels to broaden awareness of Webb amongst prospective students.
  - Monitor progress on measurable goals and assess trends from data analytics.
- **Student Life & Wellness:**
  - Manage student services including student safety and health, student residences, athletics, student activities, and other aspects of student life.
  - Foster a collaborative approach focused on providing outstanding customer service to students, parents, and prospective students and serve as an advocate for students.
  - Oversee the implementation of effective emergency response structures and measures; be available for direct support/participation in events managed by Assessment & Care and Emergency Response teams.
- **Compliance:**
  - Primary responsibility for compliance with Title IX, related discrimination laws, and the Clery Act; liaise with other staff on other required regulatory filings.
  - Serve as the primary administrator for Title IX cases alleging misconduct (sexual misconduct, gender-based discrimination, harassment, dating violence and stalking).
- **Managing the Team:**
  - Serve as the primary conduit on areas of responsibility to the Board of Trustees and Board Committees; oversee or participate in required committees.
  - Oversee the Admissions and Student Affairs team in managing campus events with primary responsibility for admissions activities.
  - Maintain and implement policies in areas of responsibility; create and monitor progress on team goals; supervise and develop team members; develop and monitor annual departmental budgets; oversight of functionally required systems/platforms.

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## Qualifications

- Bachelor's degree is required, preferably related to education, marketing, or business. Master's degree is preferred with experience in undergraduate admissions or student affairs.
- Understanding of effective recruiting communications and marketing practices, including the application of innovative technology and media in recruitment.
- Knowledge of the application of laws, policies, procedures, and best practices relevant to admissions, student services, and financial aid.

## Skills & Behaviors

- Demonstrated leadership skills with proven effectiveness in achieving goals.
- Strong analytical skills with the ability to make data-driven decisions.
- Superior communication skills, both verbal and written; must be able to enthusiastically communicate the values of the Webb experience to prospective students and their families.
- Proficiency with Microsoft Office and familiarity with databases.
- Excellent supervisory and personnel management skills; works as a team player.
- Dynamic, self-motivated, strong work ethic, evidence of good judgment, attention to detail, ability to maintain confidentiality, and demonstrable personal integrity.

## Compensation & Benefits

- Salary: \$80 – 110,000 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. An on-campus rental apartment is currently available.

## More About the Position

The DASA oversees four employees while collaborating with the Dean and other staff handling academics, financial aid, and athletics. The position is office-based during normal business hours, though the DASA will participate in activities outside those times as required. Travel is required, including visits to job 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.*

