

**ALLEN COMMUNITY COLLEGE
IOLA, KANSAS**

ANNOUNCEMENT OF VACANCY

- POSITION:** **DIRECTOR OF ADMISSIONS AND MARKETING**
12 Month Full-time Position
- RESPONSIBILITIES:** The Director of Admissions and Marketing is responsible for supervising and directing the recruitment of students to Allen Community College. The director develops and implements the college's marketing plan, advertising, and recruitment materials.
- QUALIFICATIONS:** Bachelor's degree required, Master's degree preferred. Knowledge of college recruitment and marketing required.
- LOCATION:** Iola Campus
- SALARY:** \$46,000-52,000 based on education or experience. Excellent benefit package available.
- STARTING DATE:** July 1, 2019 or negotiable.
- APPLICATION:** Submit application form (available on website), letter of interest, resume, and names, addresses, and telephone numbers of three professional references. Official college transcripts will be required upon employment. Review of applications will begin April 26, 2019.
- APPLY TO:** Shellie Regehr, Human Resources
Allen County Community College
1801 N Cottonwood
Iola, KS 66749
FAX: 620-365-7406
Email: sregehr@allencc.edu

Allen County Community College provides quality higher education and workforce development through two distinct campuses and online learning to approximately 5,000 students each academic year. The Iola Campus, with residence halls and a vibrant athletics program, offers the two-year college experience in a caring environment. The Burlingame Campus, located 25 miles south of Topeka, offers a broad range of courses scheduled to accommodate busy commuter lifestyles. The Online Learning program serves students wishing to learn from a distance or who wish to take an online course to compliment their on-campus courses.

Allen Community College is committed to a policy of nondiscrimination on the basis of race, sex, color, national origin, religion, age, and disability in admissions, educational programs or activities, and employment; all as required by applicable laws and regulations under the Title VI Civil Rights Act of 1964, the Title IX Regulations of 1972, Section 504 of the Social Rehabilitation Act of 1973, and the Americans with Disability Act of 1990. Responsibility for coordination of compliance and receipt of inquiries has been delegated to the Vice President for Student Affairs, Allen Community College, 1801 North Cottonwood Street, Iola, Kansas 66749, 620-365-5116, yrsa@allencc.edu.

Newspaper Ad:

Director of Admissions and Marketing position available at Allen Community College. Responsibilities of this 12 month, full-time position include directing the recruitment of students and developing the college's marketing plan, advertising, and recruitment materials. Bachelor's degree required, Master's degree preferred. Review of applicants begins April 26, 2019. Submit letter of interest, resume, application (available on website), and contact information for three professional references to Personnel Office, Allen Community College, 1801 N Cottonwood, Iola KS 66749 or email to sregehr@allenc.edu. ACC is an Affirmative Action/Equal Opportunity Employer.