

Adam M. Sutter



Objective: To obtain a key leadership position as Director of Admissions thus allowing me to lead a dedicated team to recruit top High School/Junior College and Trade School graduates for enrollment.

- Summary of Qualifications:**
- Over 17 years of experience in managing admissions processes for post-secondary applicant procedures.
 - Excellent written and verbal communication skills including presentations to upper level management and executives of post-secondary educational institutions.
 - Extensive knowledge in producing and recognizing promising applicants to enhance an educational institution's student body.
 - Plan, organize and coordinate necessary procedures to verify qualified high school graduates during application processing.
 - Outstanding experience managing successful recruiting teams.
 - In-depth knowledge of student recruitment and retention issues.
 - Deep knowledge of targeted recruitment principles, procedures and resources.
 - Skilled in budget preparation and fiscal management
 - Excellent interpersonal skills with both faculty and student populations.
 - Excellent with MS Office, including MS Word, Excel, PowerPoint, and Outlook.
 - Exceptional ability to make administrative and procedural decisions.
 - Ability to solve practical problems and make educated on the spot decisions.
 - Ability to manage strong personalities.
 - Easily managed 1.2 million dollar Admissions portfolio.
 - Consistently over-achieve Weekly, Monthly and Yearly enrollment quotas.

Experience:

Director of Admissions, Pipe Fitters' Local Union 597, February 2014 - Present

- Oversee and administer the full apprenticeship application process, including managing Application Days, verifying applicant eligibility, collecting required documents, and processing application fees.
- Manage the monthly admissions cycle by coordinating online registration and administering in-person Application Days.
- Coordinate and monitor third-party aptitude testing, including distribution of study guides and scheduling exams covering reading, numerical comprehension, numerical reasoning, mechanical aptitude, and spatial visualization.
- Communicate with applicants via email and phone to provide guidance on application requirements, timelines, eligibility rules, and next steps throughout the admissions process.
- Review examination results, determine applicant eligibility, and manage placement into the apprenticeship eligibility pool in alignment with J.A.T.C. and M.C.A. staffing needs.
- Administer acceptance and onboarding procedures, including issuing acceptance letters, verifying physical capability requirements, confirming transportation and licensing, and coordinating required drug testing.
- Ensure all admissions practices comply with Local 597 policies and state and federal equal opportunity and apprenticeship regulations.
- Collaborate closely with Training Center leadership to align applicant flow, class capacity, and program needs in support of Local 597's training mission.

*CSI Military Division, Director of Military Recruitment, Computer Systems Institute- All Campuses
June 2013 – Feb. 2014*

- *Develop a detailed annual recruitment and marketing plan with specific action steps and enrollment goals.*
- *Develop and maintain strong ties with military bases, centers of influence, and key personnel.*
- *Develop relationships in untapped and underrepresented markets who may be more approachable and more likely to help market CSI.*
- *Participate in local outreach efforts i.e. base visits, recruitment stations, education fairs, and associations.*
- *Generate new leads for all CSI Campuses for Career Programs.*
- *Track and follow-up on leads/prospects as necessary to facilitate enrollment.*
- *Set up and conduct interviews to meet enrollment goals, quarterly contacts and enrollment milestones.*
- *Develop strategies to target enrollment of specific students in under-enrolled programs.*
- *Assist with development of high quality recruitment materials.*
- *Participate in weekly with the CSI's enrollment management team.*
- *Daily monitoring and management of individual territory and program inquiries, applications, and enrollment goals.*
- *Provide enrollment projections for programs and/or territories as necessary.*
- *Perform other essential duties and tasks specific to the position.*

Director of Admissions, Computer Systems Institute – Chicago Campus, August 2011–Present

- Train, manage, and hire Admissions Representatives.
- Conduct second closes with newly enrolled students.
- Review Admission Representatives' paperwork.
- Responsible to ensure that enrollment budgets are met.
- Follow-up with new students to confirm start dates and check status.
- Work with other departments regarding day-to-day issues such as cancels, drops, schedules, attendance and other school-related problems.
- Continually monitor SMS database, and class start tracking reports to gauge and forecast monthly start projections.
- Report daily on enrollment activity.
- Create monthly admissions quality report.

Admissions Manager, Computer Systems Institute – Gurnee Campus, October 2010 - August 2011

- Train and coach Admissions Representatives.
- Conducts second interviews/close with prospective students.
- Review Admission Representatives' submitted reports.
- Works with Director of Admissions and VP of Enrollment to ensure that enrollment budgets are met.
- Contact leads/prospective students to set up appointments for campus visits.
- Schedule interviews, financial aid appointment.
- Follow-up with new students to confirm start dates and check status.
- Work with current students regarding day-to-day issues during start periods such as cancels, drops, schedules, attendance and other school-related problems.
- Continually update SMS database with student information.
- Report daily on appointment activity.
- Check admissions files for accuracy.

Senior Admissions Representative, Computer Systems Institute – Chicago Campus, May 2009 – October 2010

- Assist Admissions Manager or Director of Campus Admissions with training, coaching, and mentoring Admissions Representatives.
- Contact prospective students to set up appointments for campus visits.
- Interview prospective students.
- Schedule interviews, financial aid appointments.
- Follow-up with new students to confirm start dates and check status.
- Continually update SMS database with student information.

- Report daily on appointment activity.

Admissions Representative, Computer Systems Institute – Chicago Campus, March 2008 – May 2009

- Contact leads/prospective students to set up appointments for campus visits.
- Interview prospective students.
- Schedule interviews, financial aid appointments.
- Follow-up with new students to confirm start dates and check status.
- Continually update SMS database with student information.
- Report daily on appointment activity.

Education: Governors State University, Richton Park, Illinois - August 2004
Bachelor of Arts - Criminal Justice

Military Experience: United States Marine Corps
Honorable Discharge: February 1999
Stationed: 29 Palms, California
Corporal E-4

- Second Battalion 7th Marines
- 1st Marine Division
- Weapons Company
- Air Ground Combat Center

Commendations:

- Navy Marine Corp Achievement Medal for Outstanding Performance in Division Competition
- Meritorious Mast for Outstanding Service as a Squad Leader
- Good Conduct Medal for Honest and Faithful Service
- National Defense Medal

References: Available upon request