### Job Family Matrix

**Job Function:** Faculty and Student Services  
**Job Family:** Admissions - Professional

**Job Family Summary:** Perform or manage a variety of duties related to the admission of students to the University such as recruitment, advising and reporting, in accordance with university and departmental policies and to foster a diverse, inclusive and innovative community.

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**Job Summary**

- Independently administer and implement university and/or department admissions policies and procedures.
- Independently perform a variety of admissions activities including recruiting, evaluating and participating in the selection of candidates for admission in accordance with university and departmental policies.
- Independently perform admissions activities including participating in the selection of candidates, creating admissions reports and analyzing data in accordance with university and departmental policies.

**Core Duties**

- Recruit, evaluate, and make recommendations on the selection of candidates for admissions
- Perform pre and post admissions outreach; counsel admitted, denied and wait-listed candidates
- Coordinate onsite logistics for admissions events
- May assist in the administration of a specific project and/or program
- Develop relationships with secondary or university personnel, professional organizations, students, parents, alumni and secondary school staff
- Ensure compliance with university admissions policies and procedures and applicable legal rules and regulations with respect to students’ rights to privacy

- Recruit, evaluate, and make recommendations on the selection of candidates for admission
- Counsel and advise prospective students regarding application process, degree programs and other inquiries; lead information and recruitment sessions
- Plan and manage and execute, domestic and international recruitment trips to identify and target prospective applicants; develop marketing strategies to attract applicants
- Prepare and analyze reports to improve outreach and recruitment efforts
- Develop relationships with university personnel, professional organizations, students, parents, alumni and secondary school staff
- Represent university as the spokesperson at high level admissions events and/or functions
- Ensure compliance with university admissions policies and procedures and applicable legal rules and regulations with respect to students’ rights to privacy

- Recruit, evaluate prospective students regarding application process, degree programs and other inquiries; lead information and recruitment sessions
- Plan and manage and execute, domestic and international applicants; develop marketing strategies to attract applicants
- Assist in planning and implementing recruitment strategy to attract applicants
- Develop presentations designed to promote the institution and attract potential students
- Assist in planning and implementing recruitment strategy to attract applicants
- Develop and analyze admissions reports and statistics; provide reports to management to assist with setting the strategic direction of the admissions function
- Develop relationships with university personnel, professional organizations, students, parents, alumni and secondary school staff
- Represent university as the spokesperson at high level admissions events and/or functions
- Ensure compliance with university admissions policies and procedures and applicable legal rules and regulations with respect to students’ rights to privacy
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<tr>
<td>Facilitate admissions activities, serve as a subject matter expert, and provide analysis and reporting for the department in accordance with university and departmental policies.</td>
<td>Lead admissions activities such as applicant evaluation and counseling, reporting and analysis and event planning in accordance with university and departmental policies.</td>
</tr>
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<tr>
<th><strong>Core Duties</strong></th>
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<td>• Recruit, evaluate, and make recommendations on the selection of candidates for admission</td>
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<td>• Function as subject matter expert or project lead</td>
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<td>• Counsel and advise prospective students regarding application process, degree programs and other inquiries; develop and lead information and recruitment sessions</td>
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<tr>
<td>• Collaborate with management to develop strategic goals for admissions</td>
<td>• Advise management on strategic goals for admissions</td>
</tr>
<tr>
<td>• Develop specialized admissions reports to track yields, trends, etc.; analyze data and make recommendations for use in strategic planning</td>
<td>• Ensure accurate and timely admissions reporting and analysis for use in strategic planning; develop specialized and ad hoc reports to track trends, yields and metrics</td>
</tr>
<tr>
<td>• May provide coaching and staff training</td>
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<tr>
<td>• Develop relationships with university personnel, professional organizations, students, parents, alumni and secondary school staff</td>
<td>• Develop and oversee market research; develop target audiences and advise on admissions profile</td>
</tr>
<tr>
<td>• Represent university at international, national and local events</td>
<td>• Lead the development of programs and efforts to cultivate and maintain relationships with or university personnel, professional organizations, students, parents, alumni and secondary school staff</td>
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<td>• Assist senior management in formulating admissions policies and procedures; make recommendations to improve overall administration</td>
<td>• Represent university at international, national and local events</td>
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<tr>
<td>• Ensure compliance with university admissions policies and procedures and applicable legal rules and regulations with respect to students’ rights to privacy</td>
<td>• Identify areas for efficiency or improvement within existing policies and procedures; recommend improvements</td>
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# Job Family Matrix

## Basic Qualifications
- Bachelor’s degree or equivalent work experience required
- Minimum of 7 years’ relevant work experience
- Bachelor’s degree or equivalent work experience required
- Minimum of 8 years’ relevant work experience

## Additional Qualifications and Skills
- Master’s degree in relevant field preferred
- Knowledge of Microsoft Office Suite, advanced Excel skills
- Advanced knowledge of admissions principles
- Communication skills (both written and verbal), including specifically: the ability to make presentations to large groups of students, parents and alumni
- Master’s degree in relevant field preferred
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- Advanced knowledge of admissions principles
- Communication skills (both written and verbal), including specifically: the ability to make presentations to large groups of students, parents and alumni

## Certificates and Licenses

## Physical Requirements
- Sitting, near vision use for reading and computer use for extended periods of time
- Lifting (approximately 20 to 30 pounds), bending, and other physical exertion
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## Working Conditions
- Work is performed in an office setting
- Travel may be required
- May be required to work nights and weekends
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### Job Family Matrix

**Job Function:** Faculty and Student Services  
**Job Family:** Admissions - Management

**Job Family Summary:** Perform or manage a variety of duties related to the admission of students to the University such as recruitment, advising and reporting, in accordance with university and departmental policies and to foster a diverse, inclusive and innovative community.

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**Job Summary**

- Supervise admissions activities such as recruitment, reporting and events.
- Supervise the day-to-day admissions activities such as recruitment, analysis, and reporting.
- Manage admissions activities to attract and evaluate a diverse applicant pool and provide specialized analysis and reporting.

**Core Duties**

- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Supervise recruitment efforts and make recommendations on the selection of candidates for admission
- Plan and administer admissions events
- Prepare and analyze reports to improve outreach and recruitment efforts
- May assist with the preparation and administration of departmental budget
- Represent university at admissions events and/or functions
- Assist in developing departmental policies and procedures, recommend improvements
- Ensure compliance with university admissions policies and procedures and applicable legal rules and regulations with respect to students’ rights to privacy
- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Manage admissions operations such as recruitment event planning and communications to prospective students, parents and alumni, and applicant tracking and advising
- Lead recruitment efforts and make recommendations on the selection of candidates for admission
- Prepare and analyze reports to improve outreach and recruitment efforts
- May assist with the preparation and administration of departmental budget
- Represent university as the spokesperson at high level admissions events and/or functions
- Serve as the principal source of information on admissions policies and procedures and provide guidance to faculty, students and staff
- Assist in developing departmental policies and procedures, recommend improvements
- Ensure compliance with university admissions policies and procedures and applicable legal rules and regulations with respect to students’ rights to privacy
- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Oversee admissions operations including applicant recruitment and evaluation, applicant advising and counseling, and event planning and marketing
- Contribute to recruiting strategy development to attract a diverse pool of applicants
- Develop and analyze reports and metrics to monitor admissions and recruitment trends; recommend strategies to improve yields
- May prepare and administer departmental budget
- Evaluate admissions processes, procedures and systems, recommend improvements
- Represent university as the spokesperson at high level admissions events and/or functions
- Evaluate departmental policies and procedures, recommend improvements
- Ensure compliance with university admissions policies and procedures and applicable legal rules and regulations with respect to students’ rights to privacy
## Basic Qualifications

- Bachelor’s degree or equivalent work experience required
- Minimum of 1 year relevant work experience

- Bachelor’s degree or equivalent work experience required
- Minimum of 3 years’ relevant work experience

- Bachelor’s degree or equivalent work experience required
- Minimum of 5 years’ relevant work experience

## Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, intermediate Excel skills
- Working knowledge of basic admissions principles
- Supervisory experience
- Communication skills (both written and verbal)

- Knowledge of Microsoft Office Suite, intermediate Excel skills
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- Supervisory experience
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- Master’s degree in relevant field preferred
- Knowledge of Microsoft Office Suite, advanced Excel skills
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- Supervisory experience
- Communication skills (both written and verbal)

## Certificates and Licenses

## Physical Requirements

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Job Summary

Lead admissions operations and planning that may include applicant recruitment and evaluation, event planning, data analysis and policy and workflow development.

Overview all aspects of the recruitment, evaluation and selection of students seeking admission. Responsible for the overall direction of admissions operations including recruitment, marketing, and analysis.

Provide strategic direction, leadership and guidance. Oversee all facets of admissions including applicant recruitment and evaluation, advising, marketing and data analysis.

Core Duties

- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment.
- Lead the development and implementation of a comprehensive admissions program designed to recruit and attract a diverse pool of applicants; assist in planning and implementing recruitment strategy.
- Manage the applicant evaluation process; participate in the selection of applicants for admission.
- Design and create complex reports to support admissions goals; analyze admissions metrics to support strategic planning.
- May prepare and manage departmental budget.
- Analyze departmental metrics and identify opportunities to streamline processes; develop and implement action plans for improved procedures.
- Represent university at international, national and local events.
- Collaborate with senior management in formulating admissions policies and procedures; make recommendations to improve overall administration.
- Ensure compliance with university admissions policies and procedures and applicable legal rules and regulations with respect to students' rights to privacy.
- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment.
- In partnership with senior leadership, develop and implement effective, long range enrollment plans; develop target audiences, participate in admission decisions, and collaborate on the admissions profile.
- Implement and evaluate marketing and recruiting strategies to attract a highly competitive and diverse student body.
- Develop admissions reports, analyze data and trends to refine procedures, policies and practice.
- May develop, manage and oversee departmental budget.
- Lead department goal setting, planning, and process development.
- Collaborate with other student services to ensure the success of the overall student experience.
- Represent university at international, national and local events.
- Develop and implement operational policies, procedures and training for admissions staff.
- Serve as key resource for admissions policies and procedures.
- Ensure compliance with university admissions policies and procedures and applicable legal rules and regulations with respect to students' rights to privacy.
- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment.
- Determine strategic direction of department by establishing goals and implementing new admissions initiatives.
- Direct all aspects of the admissions function including admissions process, applicant evaluation, recruitment and marketing efforts, data analysis, and admissions advising.
- Develop and implement strategic admissions plan to attract a diverse student body; participate in admission decisions.
- Design and execute communications strategies to support key admissions goals.
- May develop, manage and oversee departmental budget.
- Represent the school/unit at the university level and to external constituencies.
- Develop, implement and provide interpretation of admissions policies and procedures.
- Ensure compliance with university admissions policies and procedures and applicable legal rules and regulations with respect to students' rights to privacy.
## Basic Qualifications
- Bachelor's degree or equivalent work experience required
- Minimum of 7 years' relevant work experience
- Master's degree in relevant field preferred
- Knowledge of Microsoft Office Suite, advanced Excel skills
- Advanced knowledge of admissions principles
- Communication skills (both written and verbal)
- Supervisory experience

## Additional Qualifications and Skills
- Bachelor's degree or equivalent work experience required
- Minimum of 8 years' relevant work experience
- Supervisory experience
- Master's degree in relevant field preferred
- Knowledge of Microsoft Office Suite, advanced Excel skills
- Advanced knowledge of admissions principles
- Communication skills (both written and verbal)

## Certificates and Licenses

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