# 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.

<table>
<thead>
<tr>
<th>Job Title: FSS Admissions Officer I</th>
<th>Job Title: FSS Admissions Officer II</th>
<th>Job Title: FSS Admissions Officer III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code: S0055P</td>
<td>Job Code: S0056P</td>
<td>Job Code: S0057P</td>
</tr>
<tr>
<td>Grade Level: 55 Exemption: Exempt</td>
<td>Grade Level: 56 Exemption: Exempt</td>
<td>Grade Level: 57 Exemption: Exempt</td>
</tr>
<tr>
<td>Effective/Revision Date: December 2018</td>
<td>Effective/Revision Date: December 2018</td>
<td>Effective/Revision Date: December 2018</td>
</tr>
</tbody>
</table>

**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 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
### 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
- Communication skills (both written and verbal), including specifically: the ability to make presentations to large groups of students, parents and alumni

- Knowledge of Microsoft Office Suite, intermediate Excel skills
- Working knowledge of basic admissions principles
- Communication skills (both written and verbal), including specifically: the ability to make presentations to large groups of students, parents and alumni

- 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

### Certificates and Licenses

### Physical Requirements
- Sitting using near vision use for reading and computer use for extended periods of time
- Lifting (approximately 20 to 30 pounds), bending, and other physical exertion

- Sitting using near vision use for reading and computer use for extended periods of time
- Lifting (approximately 20 to 30 pounds), bending, and other physical exertion

- Sitting using near vision use for reading and computer use for extended periods of time
- Lifting (approximately 20 to 30 pounds), bending, and other physical exertion

### Working Conditions
- Work is performed in an office setting
- Travel may be required
- May be required to work nights and weekends

- Work is performed in an office setting
- Travel may be required
- May be required to work nights and weekends

- Work is performed in an office setting
- Travel may be required
- May be required to work nights and weekends
<table>
<thead>
<tr>
<th>Job Function: Faculty and Student Services</th>
<th>Job Family: Admissions - Professional</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Family Summary:</strong> 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.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Job Title:</strong> FSS Admissions Officer IV</th>
<th><strong>Job Title:</strong> FSS Admissions Officer V</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Code:</strong> S0058P</td>
<td><strong>Job Code:</strong> S0059P</td>
</tr>
<tr>
<td><strong>Grade Level:</strong> 58</td>
<td><strong>Grade Level:</strong> 59</td>
</tr>
<tr>
<td><strong>Exemption:</strong> Exempt</td>
<td><strong>Exemption:</strong> Exempt</td>
</tr>
<tr>
<td><strong>Effective/Revision Date:</strong> December 2018</td>
<td><strong>Effective/Revision Date:</strong> December 2018</td>
</tr>
</tbody>
</table>

### Job Summary

**FSS Admissions Officer IV**

Facilitate admissions activities, serve as a subject matter expert, and provide analysis and reporting for the department in accordance with university and departmental policies.

**FSS Admissions Officer V**

Lead admissions activities such as applicant evaluation and counseling, reporting and analysis and event planning in accordance with university and departmental policies.

### Core Duties

**FSS Admissions Officer IV**

- Recruit, evaluate, and make recommendations on the selection of candidates for admission
- Function as subject matter expert or project lead
- Counsel and advise prospective students regarding application process, degree programs and other inquiries; develop and lead information and recruitment sessions
- Collaborate with management to develop strategic goals for admissions
- Develop specialized admissions reports to track yields, trends, etc.; analyze data and make recommendations for use in strategic planning
- May provide coaching and staff training
- Develop relationships with university personnel, professional organizations, students, parents, alumni and secondary school staff
- Represent university at international, national and local events
- Assist 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

**FSS Admissions Officer V**

- Recruit, evaluate, and make recommendations on the selection of candidates for admission
- Function as subject matter expert or project lead
- Counsel and advise prospective students regarding application process, degree programs and other inquiries; develop and lead information and recruitment sessions
- Advise management on strategic goals for admissions
- 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
- May provide coaching and staff training
- Develop and oversee market research; develop target audiences and advise on admissions profile
- 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
- Represent university at international, national and local events
- Identify areas for efficiency or improvement within existing 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 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
- 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

### 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
- 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

### Working Conditions

- Work is performed in an office setting
- Travel may be required
- May be required to work nights and weekends
- Work is performed in an office setting
- Travel may be required
- May be required to work nights and weekends
## 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.

<table>
<thead>
<tr>
<th>Job Title: FSS Admissions Mgt I</th>
<th>Job Title: FSS Admissions Mgt II</th>
<th>Job Title: FSS Admissions Mgt III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code: S0055M</td>
<td>Job Code: S0056M</td>
<td>Job Code: S0057M</td>
</tr>
<tr>
<td>Grade Level: 55</td>
<td>Grade Level: 56</td>
<td>Grade Level: 57</td>
</tr>
<tr>
<td>Exemption: Exempt</td>
<td>Exemption: Exempt</td>
<td>Exemption: Exempt</td>
</tr>
<tr>
<td>Effective/Revision Date:</td>
<td>Effective/Revision Date:</td>
<td>Effective/Revision Date:</td>
</tr>
<tr>
<td></td>
<td>December 2018</td>
<td>December 2018</td>
</tr>
</tbody>
</table>

**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
<table>
<thead>
<tr>
<th>Basic Qualifications</th>
<th>Basic Qualifications</th>
<th>Basic Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Bachelor’s degree or equivalent work experience required</td>
<td>• Bachelor’s degree or equivalent work experience required</td>
<td>• Bachelor’s degree or equivalent work experience required</td>
</tr>
<tr>
<td>• Minimum of 1 year relevant work experience</td>
<td>• Minimum of 3 years’ relevant work experience</td>
<td>• Minimum of 5 years’ relevant work experience</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Qualifications and Skills</th>
<th>Additional Qualifications and Skills</th>
<th>Additional Qualifications and Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Knowledge of Microsoft Office Suite, intermediate Excel skills</td>
<td>• Knowledge of Microsoft Office Suite, intermediate Excel skills</td>
<td>• Master’s degree in relevant field preferred</td>
</tr>
<tr>
<td>• Working knowledge of basic admissions principles</td>
<td>• Working knowledge of basic admissions principles</td>
<td>• Knowledge of Microsoft Office Suite, advanced Excel skills</td>
</tr>
<tr>
<td>• Supervisory experience</td>
<td>• Supervisory experience</td>
<td>• Advanced knowledge of admissions principles</td>
</tr>
<tr>
<td>• Communication skills (both written and verbal)</td>
<td>• Communication skills (both written and verbal)</td>
<td>• Supervisory experience</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Communication skills (both written and verbal)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Certificates and Licenses</th>
<th>Certificates and Licenses</th>
<th>Certificates and Licenses</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Physical Requirements</th>
<th>Physical Requirements</th>
<th>Physical Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Sitting using near vision use for reading and computer use for extended periods of time</td>
<td>• Sitting using near vision use for reading and computer use for extended periods of time</td>
<td>• Sitting using near vision use for reading and computer use for extended periods of time</td>
</tr>
<tr>
<td>• Lifting (approximately 20 to 30 pounds), bending, and other physical exertion</td>
<td>• Lifting (approximately 20 to 30 pounds), bending, and other physical exertion</td>
<td>• Lifting (approximately 20 to 30 pounds), bending, and other physical exertion</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Working Conditions</th>
<th>Working Conditions</th>
<th>Working Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Work is performed in an office setting</td>
<td>• Work is performed in an office setting</td>
<td>• Work is performed in an office setting</td>
</tr>
<tr>
<td>• Travel may be required</td>
<td>• Travel may be required</td>
<td>• Travel may be required</td>
</tr>
<tr>
<td>• May be required to work nights and weekends</td>
<td>• May be required to work nights and weekends</td>
<td>• May be required to work nights and weekends</td>
</tr>
</tbody>
</table>
# 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.

<table>
<thead>
<tr>
<th>Job Title: FSS Admissions Mgt IV</th>
<th>Job Title: FSS Admissions Mgt V</th>
<th>Job Title: FSS Admissions Mgt VI</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Code:</strong> S0058M</td>
<td><strong>Job Code:</strong> S0059M</td>
<td><strong>Job Code:</strong> S0060M</td>
</tr>
<tr>
<td><strong>Grade Level:</strong> 58</td>
<td><strong>Grade Level:</strong> 59</td>
<td><strong>Grade Level:</strong> 60</td>
</tr>
<tr>
<td><strong>Exemption:</strong> Exempt</td>
<td><strong>Exemption:</strong> Exempt</td>
<td><strong>Exemption:</strong> Exempt</td>
</tr>
<tr>
<td><strong>Effective/Revision Date:</strong> December 2018</td>
<td><strong>Effective/Revision Date:</strong> December 2018</td>
<td><strong>Effective/Revision Date:</strong> December 2018</td>
</tr>
</tbody>
</table>

**Job Summary**

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

<table>
<thead>
<tr>
<th>Core Duties</th>
<th>Core Duties</th>
<th>Core Duties</th>
</tr>
</thead>
</table>
| - 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
- Bachelor's degree or equivalent work experience required
- Minimum of 8 years' relevant work experience
- Supervisory experience
- Bachelor's degree or equivalent work experience required
- Minimum of 10 years' relevant work experience
- Supervisory experience

## Additional Qualifications and Skills
- 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)
- 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
- Sitting using near vision use for reading and computer use for extended periods of time
- Lifting (approximately 20 to 30 pounds), bending, and other physical exertion
- Sitting using near vision use for reading and computer use for extended periods of time
- Lifting (approximately 20 to 30 pounds), bending, and other physical exertion
- Sitting using near vision use for reading and computer use for extended periods of time
- Lifting (approximately 20 to 30 pounds), bending, and other physical exertion

## Working Conditions
- Work is performed in an office setting
- Travel may be required
- May be required to work nights and weekends
- Work is performed in an office setting
- Travel may be required
- May be required to work nights and weekends
- Work is performed in an office setting
- Travel may be required
- May be required to work nights and weekends