

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.			
Job Title: FSS Admissions Officer I		Job Title: FSS Admissions Officer II	
Job Code: S0055P		Job Code: S0056P	
Grade Level: 55 Exemption: Exempt		Grade Level: 56 Exemption: Exempt	
Effective/Revision Date: December 2018		Effective/Revision Date: December 2018	
Job Summary		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.	
Core Duties		Core Duties	
<ul style="list-style-type: none"> • 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 		<ul style="list-style-type: none"> • 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 	
Core Duties		Core Duties	
<ul style="list-style-type: none"> • 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 applicants; develop marketing strategies 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 		<ul style="list-style-type: none"> • 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 applicants; develop marketing strategies 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 	

Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 1 year relevant work experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 3 years' relevant work experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 5 years' relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements	Physical Requirements
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Work is performed in an office setting • Travel may be required • May be required to work nights and weekends 	<ul style="list-style-type: none"> • Work is performed in an office setting • Travel may be required • May be required to work nights and weekends 	<ul style="list-style-type: none"> • 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 - 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.	
Job Title: FSS Admissions Officer IV	Job Title: FSS Admissions Officer V
Job Code: S0058P	Job Code: S0059P
Grade Level: 58 Exemption: Exempt	Grade Level: 59 Exemption: Exempt
Effective/Revision Date: December 2018	Effective/Revision Date: December 2018
Job Summary	
Facilitate admissions activities, serve as a subject matter expert, and provide analysis and reporting for the department in accordance with university and departmental policies.	Lead admissions activities such as applicant evaluation and counseling, reporting and analysis and event planning in accordance with university and departmental policies.
Core Duties	
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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

Job Family Matrix

Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Bachelor’s degree or equivalent work experience required • Minimum of 7 years’ relevant work experience 	<ul style="list-style-type: none"> • Bachelor’s degree or equivalent work experience required • Minimum of 8 years’ relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	Certificates and Licenses
Physical Requirements	Physical Requirements
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	Working Conditions
<ul style="list-style-type: none"> • Work is performed in an office setting • Travel may be required • May be required to work nights and weekends 	<ul style="list-style-type: none"> • 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.			
Job Title: FSS Admissions Mgt I		Job Title: FSS Admissions Mgt II	
Job Code: S0055M		Job Code: S0056M	
Grade Level: 55 Exemption: Exempt		Grade Level: 56 Exemption: Exempt	
Effective/Revision Date: December 2018		Effective/Revision Date: December 2018	
Job Summary		Job Summary	
Supervise admissions activities such as recruitment, reporting and events.		Supervise the day-to-day admissions activities such as recruitment, analysis, and reporting.	
Core Duties		Core Duties	
<ul style="list-style-type: none"> • 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 		<ul style="list-style-type: none"> • 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 	
		<ul style="list-style-type: none"> • 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 	

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Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, intermediate Excel skills • Working knowledge of basic admissions principles • Supervisory experience • Communication skills (both written and verbal) 	<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, intermediate Excel skills • Working knowledge of basic admissions principles • Supervisory experience • Communication skills (both written and verbal) 	<ul style="list-style-type: none"> • Master's degree in relevant field preferred • Knowledge of Microsoft Office Suite, advanced Excel skills • Advanced knowledge of admissions principles • Supervisory experience • Communication skills (both written and verbal)
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements	Physical Requirements
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Job Title: FSS Admissions Mgt IV		Job Title: FSS Admissions Mgt V	
Job Code: S0058M		Job Code: S0059M	
Grade Level: 58 Exemption: Exempt		Grade Level: 59 Exemption: Exempt	
Effective/Revision Date: December 2018		Effective/Revision Date: December 2018	
Job Summary		Job Summary	
Lead admissions operations and planning that may include applicant recruitment and evaluation, event planning, data analysis and policy and workflow development.		Oversee 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.	
Core Duties		Core Duties	
<ul style="list-style-type: none"> • 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 		<ul style="list-style-type: none"> • 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 	
<ul style="list-style-type: none"> • 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 			

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Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
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