Faculty and Student Services Job Function

FSS Admissions Mgt V
Grade: 59
Job Code: S0059M
Job Family: Admissions
Job Family Matrix: Admissions Matrix

Summary
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
- 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

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

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

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