Faculty and Student Services Job Function

FSS Admissions Mgt VI
Grade: 60
Job Code: S0060M
Job Family: Admissions
Job Family Matrix: Admissions Matrix

Summary
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
• 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 10 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