

Faculty and Student Services Job Function

FSS Admissions Mgt I

Grade: 55

Job Code: S0055M

Job Family: Admissions

Job Family Matrix: [Admissions Matrix](#)

Summary

Supervise admissions activities such as recruitment, reporting and events.

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

Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 1 year 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)

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