

Faculty and Student Services Job Function

FSS Admissions Mgt II

Grade: 56

Job Code: S0056M

Job Family: Admissions

Job Family Matrix: [Admissions Matrix](#)

Summary

Supervise the day-to-day admissions activities such as recruitment, 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
- 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

Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 3 years' 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