

Faculty and Student Services Job Function

FSS Admissions Mgt III

Grade: 57

Job Code: S0057M

Job Family: Admissions

Job Family Matrix: [Admissions Matrix](#)

Summary

Manage admissions activities to attract and evaluate a diverse applicant pool and provide specialized 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
- 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

Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 5 years' relevant work 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
- 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