

Faculty and Student Services Job Function

FSS Admissions Mgt IV

Grade: 58

Job Code: S0058M

Job Family: Admissions

Job Family Matrix: [Admissions Matrix](#)

Summary

Lead admissions operations and planning that may include applicant recruitment and evaluation, event planning, data analysis and policy and workflow development.

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
- Lead the development and implementation of a comprehensive admissions program designed to recruit and attract a diverse pool of applicants; assist in planning and implementing recruitment strategy
- Manage the applicant evaluation process; participate in the selection of applicants for admission
- Design and create complex reports to support admissions goals; analyze admissions metrics to support strategic planning
- May prepare and manage departmental budget
- Analyze departmental metrics and identify opportunities to streamline processes; develop and implement action plans for improved procedures
- Represent university at international, national and local events
- Collaborate with senior management in formulating admissions policies and procedures; make recommendations to improve overall administration
- 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 7 years' relevant work experience

Additional Qualifications and Skills

- Supervisory experience
- 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