

Faculty and Student Services Job Function

FSS Admissions Mgt V

Grade: 59

Job Code: S0059M

Job Family: Admissions

Job Family Matrix: [Admissions Matrix](#)

Summary

Oversee all aspects of the recruitment, evaluation and selection of students seeking admission. Responsible for the overall direction of admissions operations including recruitment, marketing, and 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
- In partnership with senior leadership, develop and implement effective, long range enrollment plans; develop target audiences, participate in admission decisions, and collaborate on the admissions profile
- Implement and evaluate marketing and recruiting strategies to attract a highly competitive and diverse student body
- Develop admissions reports, analyze data and trends to refine procedures, policies and practice
- May develop, manage and oversee departmental budget
- Lead department goal setting, planning, and process development
- Collaborate with other student services to ensure the success of the overall student experience
- Represent university at international, national and local events
- Develop and implement operational policies, procedures and training for admissions staff
- Serve as key resource for 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 8 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