

Faculty and Student Services Job Function

FSS Admissions Mgt VI

Grade: 60

Job Code: S0060M

Job Family: Admissions

Job Family Matrix: [Admissions Matrix](#)

Summary

Provide strategic direction, leadership and guidance. Oversee all facets of admissions including applicant recruitment and evaluation, advising, marketing and data 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
- Determine strategic direction of department by establishing goals and implementing new admissions initiatives
- Direct all aspects of the admissions function including admissions process, applicant evaluation, recruitment and marketing efforts, data analysis, and admissions advising
- Develop and implement strategic admissions plan to attract a diverse student body; participate in admission decisions
- Design and execute communications strategies to support key admissions goals
- May develop, manage and oversee departmental budget
- Represent the school/unit at the university level and to external constituencies
- Develop, implement and provide interpretation of 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 10 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