



JOB INFORMATION

Job Code	AA17
Job Description Title	Assoc Dir, Admissions
Pay Grade	SR11
Range Minimum	\$58,260
33rd %	\$71,860
Range Midpoint	\$78,650
67th %	\$85,450
Range Maximum	\$99,040
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Admissions & Recruitment

JOB SUMMARY

Reporting to the Director of Undergraduate Admissions and Operations, The Associate Director of Admissions serves as a member of the senior leadership team within the Office of Undergraduate Admissions and provides leadership and support in the development and implementation of the undergraduate recruitment plan, oversees key recruitment strategies, and assists the Director of Admissions in the administration of the Office of Admissions.

RESPONSIBILITIES

- Manages and coordinates the first-year student selection process and monitors the review process throughout the recruitment cycle. Develops and updates training materials, Undergraduate Application Review Handbook, review criteria, and evaluation rubrics.
- Develops the general reading timeline for Admissions Advisors and coordinates with operations staff during selection process to ensure all applications are reviewed in a timely manner.
- Provides leadership and coordination of the University's undergraduate recruitment and admissions programs to include personnel management, scheduling management, analyzing admissions data, and reviewing territory alignment with staff.
- Serves as the primary advisor to the Director regarding recruitment programs, management, and operations of the university's recruitment strategy. Assists the Director with the management of recruitment-related resources, determination of staff functions, and setting operating policies for the recruitment-related activity.
- Establishes university student recruitment goals for each territory and each territory manager. Assists in directing the university recruitment strategy by working with territory managers to determine strategy based on existing and evaluated recruitment data.
- Works with territory managers to create opportunities to enhance relationships in their territories by partnering with high school guidance counselors and alumni.
- Assists the Director of Undergraduate Admissions, territory managers, and event planners to plan and coordinate advisory board meetings, newsletters, and useful communications for recruiting students.
- Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience
Bachelor's Degree	Degree in Management, Psychology, Communications or related field	And	7 years of	Experience in public relations, student recruiting, and/or program/function coordination with progressively increasing levels of responsibility and accountability. Must have at least 2 years of experience directly supervising full-time employees.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of recruiting policies and procedures, marketing and promotional practices.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching					X	
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.