



JOB INFORMATION

Job Code	AD28
Job Description Title	Assoc Dir, Admissions Operations & Processing
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	4/28/2023

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 Operations & Processing 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 long term and strategic plans for admissions processing, prospective student communication, and outreach. Assists the Assistant Director of Admissions Processing & Communications related to the daily operations of the Office of Undergraduate Admissions to ensure it meets the strategic plans and goals of the University.

RESPONSIBILITIES

- Oversees the Office of Undergraduate Admissions to include long-term admission and communication strategies, goals, policies, and plans and builds relationships with on-and-off campus constituents to ensure the University's long-term strategic admission goals are met through the daily operations managed by the Assistant Director.
- Provides leadership, direction, and support to the Assistant Director of Admissions Processing & Communications in managing the daily operations and the Processing & Communications team within the Office of Undergraduate Admissions. Develops and implements ongoing training procedures for all processing staff, and assists and guides staff members on admission policies, university procedures, and Board of Trustee policies.
- Oversees the productivity of applications and applicant data, reviews reports to audit data, leads staff on processes and the ongoing evaluation and enhancement for all processing to ensure timely and accurate turnaround of all application types to meet the University's recruitment and enrollment goals.
- Oversees and maintains the student module and CRM to include, but not limited to, serving as local administrator, overseeing system testing and implementation, and researching and implementing best practices.
- Directs and oversees the coordination of all undergraduate administrative functions, communications, and marketing related to telecounseling, fulfillment, communications, and marketing efforts.
- Oversees the efforts and communications between department, Office of Information Technology, and software vendors meeting the needs of internal and external constituents through effective system process and report design.
- Assists the Director of Undergraduate Admissions in the development and management of the unit's budget.
- Serves as a liaison to departments and users regarding training/support, process documentation, and other data requests.
- Advises on operational matters including but not limited to, processes, deadlines, assignments, logistics, and other administrative matters.

RESPONSIBILITIES

- 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 Education, Communications, Counseling, Public/Business Administration or related field	And	7 years of	Experience in public relations, student recruiting, marketing and communications services with progressively increasing levels of responsibility and accountability. Must have at least 2 years experience directly supervising full-time employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of various marketing and communication theories, concepts, and techniques; recruiting techniques; financial and budget principles; communication techniques; higher education admissions and enrollment processes.

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	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
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 and distinguish colors.