Classification Specification for Unclassified Service

Title: Associate Director Admissions

Pay Scale Group: 20-01

Essential Function

Under general supervision from a designated administrator, provide leadership for the administration of student recruitment or retention program within admissions.

Characteristic Duties

Assist with the direction of an admissions office or center with primary responsibilities for day to day operations and administrative management in which decisions and quality of execution have significant impact on internal and external relations;

Develop long-range plans and strategies to achieve unit, department and university goals for areas of responsibility, monitors and achieves established goals;

Recommend, implement, and interpret internal rules, policies, procedures, controls, and manage processes to advance service levels; develop and implement responsive service programs;

Attend meetings on behalf of the director; consults with director on major policy changes affecting other departments; authority to grant exceptions; may function as the Director in his/her absence, as required;

Develop, implement and monitor assigned budgets; authority for function budget, revenue, and expense planning and approving expenditure; delegated signature authority for programs or functions within department or center;

Assist with administrative leadership and supervision to exempt and non-exempt staff; hire, orient, train, mentor and evaluate assigned staff; monitor and coordinate staff development and training programs;

Compile data required for internal and external reports and assessments; interpret and disseminate information, provide advice, assist in development of advising materials, deliver presentations, ensure that all programs and services comply with university, state and federal regulations;

Maintain collaborative relationships with departments/units regarding advising efforts that enrich the student experience;

Maintain and stay abreast of trends in student recruitment and retentions and academic programs requirements;

Serve on various university, division and departmental committees, represent the department at various state and national associations;

Perform related duties as assigned.

Minimum Qualifications

Master's degree in related educational program, student affairs administration, counseling, or other related field with three (3) years’ experience; OR- Bachelor’s degree with five (5) years’ experience; -OR- Associate’s degree with seven (7) years’ experience; -OR- nine (9) years’ experience; experience must be in a related field and may require at least one (1) year supervision.