Title: Assistant Director, Admissions

Pay Scale Group: 17

Essential Function

Under general supervision from a designated administrator, assist in the functional and administrative operations of the Office of Admissions.

Characteristic Duties

- Assist in the determination of policies and procedures for the admission of all international and ethnic students and coordinate with Assistant Deans and others in the college offices.

- Advise and maintain liaison with the directors of various projects and special programs on campus and in outside agencies regarding admissions of target populations.

- Coordinate admission of students including counseling students and parents, reviewing applications, determining eligibility, and recommending alternatives whenever appropriate.

- Assist in determining budget needs for respective areas.

- Coordinate student recruitment for assigned geographic area.

- Represent Office of Admissions at state and national professional meetings, college fairs, etc.

- Coordinate recruitment programs for identifiable groups of prospective students.

- Provide direct supervision to exempt and non-exempt staff.

- Perform related duties based on departmental need.

Unusual Working Conditions

- Some positions may require the ability to transport recruitment materials up to 40 pounds; work occasional evenings and weekends, and include some overnight travel.

Minimum Qualifications

- Bachelor's degree with three (3) years experience; -OR- Associate's degree with five (5) years experience; -OR- seven (7) years experience. Degree must be in a related field. Experience must be in administration. Experience may also require at least one (1) year supervision.

Last updated: July 2010

An affirmative action/equal opportunity institution