Classification Specification for Unclassified Service

Title: Assistant Director, Enrollment Services

Pay Scale Group: 17

Essential Function

Under general supervision from a designated administrator, develop and implement a centralized undergraduate transfer center. Manage the transfer recruitment, advising, admission, and determination of acceptability and applicability of transfer credit.

Characteristic Duties

- Oversee, manage and supervise centralized undergraduate transfer center.
- Design, develop, implement and monitor centralized transfer recruitment.
- Design, develop and implement policies regarding transfer of credits using the transfer module of UniverSIS.
- Coordinate monthly transfer programs at UC regional campuses.
- Assist with creation and management of budget.
- Coordinate processing of all undergraduate transfer applications.
- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

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

Last updated: December 2010