**Title:** Director, Admissions Operations

**Essential Function**

Under general supervision from a designated administrator, provide leadership and oversight in the processing functions and operations associated with admissions applications, transcript review and credit evaluation, and data/technology services.

**Characteristic Duties**

- Direct the mechanical and technical aspect of the admissions process.
- Oversee the processing components of the Transfer Credit Evaluation operation (admissions applications, transcript review and credit evaluation, and data/technology services).
- Act as liaison in implementing new systems or enhancements and resolve related issues.
- Assist in the planning, development and implementation of new programs and services.
- Develop policies and procedures, and strategic plans for the department.
- Interact with department head on spending and budget management; make recommendations to contain costs.
- Provide analysis and generate related reports.
- Represent the department (internal and external entities) and serve on various committees.
- 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 seven (7) years experience; -OR- Associate’s degree with nine (9) years experience; -OR- eleven (11) years experience. Degree must be in a related field. Experience must be in counseling or as a service provider. Experience also requires at least three (3) years supervision.

*Last updated: April 2007*