Title: Director, Admissions

Pay Scale Group: 21

Essential Function

Under general supervision from a designated administrator, direct the Admissions function for the University.

Characteristic Duties

- Develop long- and short-term strategic plans of the department.
- Maintain current knowledge of emerging technology and its impact on department goals and objectives. Implement processes that take advantage of technology.
- Document and quantify progress toward goals and objectives. Prepare reports.
- Review policies and procedures to identify their effectiveness and implement improvements.
- Create a marketing and recruitment plan that advances department goals and objectives.
- Lead public relations activities of the department.
- Develop and manage department budget and approve expenditures.
- Maintain liaison with internal and external offices and institutions that enter in the Admissions process.
- Keep abreast of current trends in Admissions.
- 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 student services or related field with experience in development and management of an Admissions program. Experience must include at least three (3) years supervision.

Last updated: November 2010