



Job Title	Director, University Admissions	Job Code	ES0141
Pay Plan	A&P	Pay Grade	21
Union	Non-Union	FLSA Status	Exempt
Job Family	Enrollment Services	Union Code	0
		Subfamily	Admissions

Job Family & Subfamily Summary

Enrollment Services Professionals participate in activities related to academic admissions, registration, financial aid services, and orientation for current and potential university students.

Admissions Professionals recruit, evaluate, and participate in the selection of candidates for admission. Coordinate with all organizations and individuals involved in the admissions process. Advise applicants and parents about educational planning.

Job Summary

Manages and oversees the recruitment, evaluation, admission, scholarship distribution and enrollment of students to the university. Responsible for meeting university enrollment goals, budget development and planning.

Representative Duties

1.

- Provides direction, administration, and implementation of university procedures and policies
- Directs and implements the communications, recruitment and marketing plans
- Manages the Recruitment Team (professional staff and student staff)
- Oversees and renders final admission decisions on student applications
- Serves as a liaison with various on-campus departments and colleges providing direct support
- Serves on various university committees
- Develops, monitors and oversees the annual operating budget

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
8+ years of relevant work experience 3+ years of leadership experience OR 6+ years of leadership experience with a Master's Degree 3+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.