



DATE ISSUED: 09/07
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Associate Director, Admissions

JOB SUMMARY

Performs responsible work in the coordination of administering the University's recruitment and admissions functions. This position will provide supervision to all admissions staff during certain recruitment activities and in the absence of the Director. This position will provide leadership with technology and selected reporting. Work is performed under minimal supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Admissions

Supervises: Provides general supervision to admissions staff

PRIMARY DUTIES - *May include, but not limited to the following:*

Coordinates all freshman and community recruitment events throughout the year and works closely with admission counselors to assign a representative and confirm TWU's attendance.

Generates departmental reports of undergraduate and graduate prospective students, applicants, and admitted students.

Generates various admissions reports for other university departments to assist in the recruitment and matriculation of new students.

Assists with implementation and utilization of the customer relations module.

Accesses the Texas Common Application's Administrative website on a regular basis to ensure applications are transmitted properly.

Cross-checks processes to help undergraduate and graduate applications matriculate through as TWU applicants.

Manages the creation and assignment of recruitment event codes used for tracking the success of each recruitment.

Provides general supervision to admissions staff at recruitment events, for daily admissions

*Associate Director,
Admissions
Date Issued: 09/07
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office procedures, and in the absence of the Director.

Reviews and inputs score reports as needed for AP, CLEP, IB, ACT and SAT exams.

Monitors, identifies, and presents cases of Credit by Exam applicants who exceed the hours limit to the Faculty Senate Committee for review and recommendation.

Interviews and counsels prospective students and their families either by phone, email or in-office visit.

Manages data information for list of top feeder high schools.

Coordinates all aspects of the High School Advantage Program, from marketing the program to high school administrators to course registration for accepted students.

Reviews and posts TSI scores and/ or exemptions for students registered to attend each of the New Student Orientations.

Represents the university at recruitment functions; educates prospective students, parents and counselors about the University and its admissions requirements and procedures.

Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Assists in reviewing and editing recruitment materials.

Performs other duties as requested.

EDUCATION

Bachelor's degree required. Masters preferred.

EXPERIENCE

Five plus years of progressively responsible experience in the area of admissions and recruiting.

Additional job related education may substitute for required experience on a year-for-year basis.

REQUIREMENTS

Valid Texas driver's licenses and a safe driving record such as required by the university for Driver's Authorization.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Knowledge of TWU Colleague System.

Knowledge and strong understanding of the college recruitment processes and the matriculation of prospective students to enrolled students.

*Associate Director,
Admissions
Date Issued: 09/07
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Ability to make excellent decisions, extremely detailed oriented, highly organized, and strong interpersonal skills.

Knowledge of University policy concerning admissions policies and processes.

Ability to establish and maintain effective work relationships with parents, students, faculty, staff, and the public.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. The employee must have the ability to operate a motor vehicle. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

Associate Director,
Admissions
Date Issued: 09/07
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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.