



DATE ISSUED: 09/05
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Director, Admissions

JOB SUMMARY

Performs responsible work in the coordination for the operation of the admissions office. Coordinates recruitment and admission for new students using established criteria. Performs independent, responsible and at times highly confidential work. Work is performed under minimal supervision and performance is based on effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assistant VP, Enrollment Services

Supervises: Coordinators, Admissions Counselors and support staff

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

Assists in design and preparation of targeted recruitment materials.
Coordinates the communication process to prospective students.
Coordinates admissions information in publications, website, and academic departments.
Resolves difficult or unusual admissions problems.
Reviews and updates policies and procedures for processing admissions applicants.
Assists the development and communication of policies, procedures and plans related to admissions.
Helps coordinate articulation agreements between TWU and other colleges and universities.
Oversees review and updates of transfer course equivalency guides.
Maintains effective working relationships with the offices and personnel in Financial Aid, Student Records Processing, Registrar, Student Life, and the Graduate School on issues pertaining to Admissions.
Oversees Admissions Office budget.
Analyzes and utilizes student information in a data-driven enrollment planning process.
Produces necessary reports related to recruitment and admissions.

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Oversees daily Admissions Office operation, including campus visits, campus tours, Open Houses and other related events.

Determines recruitment strategies and schedules for freshman, transfer and graduate market segments.

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

Performs other duties as requested.

EDUCATION

Bachelor's degree required, Master's degree highly preferred, in a related area of study.

EXPERIENCE

Five years of progressively responsible experience in the area of admissions. Additional job related education may substitute for required experience on a year-for-year basis. Evidence of leadership and successful supervisory ability required.

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

Knowledge of University policies concerning admission.

Competency using student information systems for statistical analysis and other computer technology applicable to functions of position.

Ability to plan, organize, and administer staff to assure maximum efficiency in the recruitment effort

General knowledge of academic programs requirements.

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.

Knowledge of management methods and ability to provide administrative guidance and provide direct training and supervision as needed.

Ability to apply budgeting and fiscal planning techniques within financial constraints.

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. 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.

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

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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.