**Admissions Operations Analyst Standard Job Description**

**Classification Title:** Admissions Operations Analyst

**FLSA Exemption Status:**Exempt

**Pay Grade:** 9

**Job Description Summary:**

The Admissions Operations Analyst, under direction, assists in the coordination of quality assurance support and provides support to specialized activities or projects. Works to resolve errors in applications and student records. Coordinates the preparation of admissions-related documents for intradepartmental and external routing.

**Essential Duties and Responsibilities:**

**40% Staff Management and Supervision**

* Hire and supervise others, including evaluation of performance and approval of timesheet and leave documents.
* Coordinate activities and assign daily work.
* Supervise student workers and temporary personnel as needed.

**20% Admissions Processing Oversight**

* Maintain a high level of knowledge of the admissions processing workflow and the application process.
* Supervise and train others on the system while collaborating with administration regarding system changes and upgrades.
* View and resolve errors for daily admissions feeds submitted electronically.
* Monitor and resolve suspense reports for electronic transcripts and recruitment records loaded into the system.

**10% Quality Assurance and Problem Solving**

* Serve as quality assurance specialist over applications for processing.
* Demonstrate creative problem-solving skills and continuous efforts to improve operations and streamline work processes.
* Maintain a log of errors and resolve them on a scheduled basis using additional staff to assist.

**10% Data Management and Record Keeping**

* Create Universal Identification Numbers (UIN) for prospective students and resolve any duplicates created in the system.
* Assist with advanced data management activities and ensure compliance with university policies and procedures.
* Prepare admissions-related documents for routing to various departments and external entities.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Two years of related experience in higher education and/or admissions.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications. Knowledge of higher education admissions processes.
* Excellent verbal and written communication skills.
* Ability to present information clearly and concisely.

**Additional Information**

 **Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* Work beyond normal office hours and/or work on weekends.
* Travel required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**