**Assistant Director, Admissions Standard Job Description**

**Classification Title:** Assistant Director, Admissions

**FLSA Exemption Status:**Exempt

**Pay Grade:** 12

**Job Description Summary:**

The Assistant Director of Admissions, under direction, assists the director with initiatives and objectives. Performs moderately complex managerial work providing direction and guidance in operations and planning.

**Essential Duties and Responsibilities:**

**40% Recruitment and Outreach Planning**

* Develops and executes plans and programs designed to increase outreach and recruitment of students.
* Participates in the planning of recruitment activities and events.
* Builds strong relationships with high school counselors and prospective students.
* Assists with development and implementation of communication flows to parents and prospective students.

**20% Policy and Compliance Management**

* Plans, implements, coordinates, monitors, and evaluates policies and procedures.
* Monitors compliance with policies and procedures and assists with establishing goals and objectives.
* Tracks and extracts data to develop reports.

**10% Staff Supervision and Training**

* Supervises and trains employees and student workers.
* Hires, trains, supervises, and evaluates the work of staff in the area of admissions.
* Identifies staffing needs and mentors staff.

**10% Data Management and Reporting**

* Examines and evaluates student academic records to determine admissions eligibility.
* Manages tactical operations and develops strategies in admissions to meet enrollment goals by tracking and extracting data.
* Analyzes data to gauge recruitment effectiveness and prepares regular updates on recruitment efforts.

**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.

**Required Education and Experience:**

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

**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 College fair programs.
* Excellent verbal and written communication skills.
* Strong presentation skills.

 **Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* None

**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**