**Associate Director, Admissions Standard Job Description**

**Classification Title:** Associate Director, Admissions

**FLSA Exemption Status:** Exempt

**Pay Grade:** 14

**Minimum Pay:** $69,200.00

**Job Description Summary:**

The Associate Director, Admissions, under general direction plans, organizes, and directs operations with the oversight of the Director. Performs moderately complex managerial work providing direction and guidance in strategic operations and planning

**Essential Duties and Responsibilities:**

**40% Program Management and Oversight**

* Directs program activities and oversees staff operations related to admissions and transfer processes.
* Implements and evaluates policies and procedures to ensure compliance with regulations.
* Acts as a liaison between departments to foster collaboration on admissions strategies.
* Monitors enrollment goals and participates in strategic planning efforts.

**20% Data Management and Analysis**

* Collects, analyzes, and summarizes data to assess program effectiveness.
* Oversees the maintenance of the CRM system and ensures data integrity.
* Develops Key Performance Indicators and metrics to evaluate admissions performance.
* Identifies gaps in services and communications regarding admissions programs.

**10% Staff Supervision and Development**

* Supervises staff involved in admissions processes and strategic initiatives.
* Provides training and professional development opportunities for employees.
* Conducts performance evaluations and provides feedback to team members.

**10% Community Engagement and Representation**

* Represents the office at key meetings and community events.
* Collaborates with marketing teams to enhance recruitment efforts.
* Handles special projects that support enrollment management and admissions functions.

**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 or any equivalent combination of training and experience.
* Seven 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 higher education.
* Strong oral and written communication skills.
* Strong organizational skills.
* Demonstrated leadership ability.
* Ability to solve complex problems.

 **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**