**Director, Admissions Standard Job Description**

**Classification Title:** Director, Admissions

**FLSA Exemption Status:** Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Director of Admissions, under general direction, serves as the Chief Admissions Officer for the assigned Texas A&M University System (TAMUS) member to identify and recruit undergraduate students to the University.

**Essential Duties and Responsibilities:**

**40% Recruitment and Admissions Strategy**

* Direct a comprehensive, integrated, and data-driven recruitment, admissions, and enrollment plan to recruit and retain freshman and transfer students.
* Develop the overall freshman and transfer strategic recruitment, admissions, and enrollment plan.
* Facilitate the organization and implementation of recruitment and admissions strategies to meet enrollment goals.
* Communicate the benefits of an education at the University to prospective students and families.

**20% Supervision and Staff Management**

* Supervise staff in representing the University at high schools and community college fairs for designated territories.
* Supervise the evaluation of academic transcripts from high schools, community colleges, and universities.
* Supervise the admissions processing position in the office.

**10% Event Coordination and Student Advising**

* Oversee the coordination of on-campus events to recruit prospective students.
* Recruit and advise prospective students about admissions criteria into special programs of study.
* Develop and coordinate the planning of events related to special programs and summer events.

**10% Compliance and Reporting**

* Adhere to compliance related to student records in regard to policies and procedures.
* Manage application portals, evaluate the credentials of student applications, and establish application deadlines.
* Generate reports and tracking statistics to ensure admissions goals align with school and university expectations.

**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.
* Ten years of related experience.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.

 **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**