



DATE ISSUED: 07/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Associate Director for Admissions Processing

JOB SUMMARY

Managerial position assisting in leading the processes for student admissions and records. Performs highly responsible work coordinating and supervising the operations of the admissions processing and evaluation functions of the Office of Admissions Processing. Utilizes the University student system, imaging system, the Texas Common Application database, other related databases and systems to maintain a high quality record management system. Duties include maintaining records in the student database, coordinating correspondence to applicants, and counseling students. Evaluates and provides leadership in matters pertaining to data and analysis. This position may lead and/or participate in complex projects that span departments. This position functions as a liaison between campus-wide components and requires proven customer service skills. Flexibility and demonstrated competence to assess priorities and manage a wide variety of activities in a time-sensitive environment is crucial. Work is performed under general supervision and performance is based on the effective operation of the function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director of Admissions Processing

Supervises: Evaluator I, Evaluator II, and other employees as needed

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

- Budget responsibilities including management and adherence to departmental budget, including accurate forecasting of needs and making budget recommendations.
- Compiles and validates data for the University and state reporting.
- Counsels students on admissions requirements and interpretation of transcripts.
- Demonstrates understanding of undergraduate, graduate, and international academic enrollment requirements.

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- Develops good practices in records management according to established guidelines and policies.
- Ensures accuracy of computations and calculations in determining GPA admission eligibility.
- Follows established guidelines to determine transfer credit from U.S. and foreign institutions of higher education.
- Maintains computer records of student scores on state mandated test and standardized tests.
- Maintains knowledge of existing and new policies, practices, and procedures related to admissions processing.
- Maintains knowledge of existing and new policies, practices, and procedures related to NCAA transfer credit processing while adhering to Southern Association of Colleges and Schools (SACS) and NCAA rules and regulations.
- Participates in enrollment operations to contribute to the timely, efficient, and effective processing of student enrollments.
- Participates in student recruitment and orientation programs to promote and enhance the public image of the University.
- Provides assistance as needed on course equivalences, and university and college articulation issues.
- Provides training on data entry and automated data processing procedures.
- Provides vision and systematic approach to the processing of applicants and students in accordance with the mission of the University.
- Reviews exceptional admission cases.
- Serves on policy making committees.
- Works with the Director of Admissions Processing to ensure deadlines are met.
- Works with the Director of Admissions Processing to ensure policies and procedures regarding admitting students to the University are adhered to.
- Works with the Director of Admissions Processing to establish job standards for subordinate staff and effectively evaluating staff. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Some travel may be required.
- Performs other duties as requested.

EDUCATION

Bachelor's degree required. Job-related experience may substitute for the education on a year-for-year basis.

EXPERIENCE

Minimum of five years of job-related experience, preferably in counseling students in academic and scholastic matters. Demonstrate knowledge, competence and significant experience in higher education admissions or enrollment management. Supervisory experience and/or training also desirable. Computer literacy, knowledge of student information systems software packages and databases is essential.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

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

- Knowledgeable in supporting functionality of student information system in order to support school operations to generate federal, state, and local reports.
- Ability to serve on policy making admissions committee.
- Ability to plan, direct and evaluate, using manpower, time, funds and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to represent the University in official functions.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to work on own initiative, exercising sound judgment and working with a high degree of accuracy.
- Ability to exercise independent judgment in correcting data errors or omissions.
- Ability to formulate and articulate policies, procedures, expectations and practices.
- Strong analytical, problem solving, time management and organizational skills.
- Must possess a clear operational understanding of higher education culture and excellent planning skills.
- Ability to provide exemplary leadership.
- A demonstrated ability to lead and manage an academic environment and to communicate clearly, effectively and collegially.
- General knowledge of computers, computer commands and various operating systems.
- Ability to work with a high degree of accuracy.
- Knowledge of data management, policies and procedures.
- Ability to use technology effectively and appropriately.
- Ability to use a personal computer and other office equipment, including university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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:** _____

Employee Printed Name: _____

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 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, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

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All positions at Texas Woman's University are deemed security sensitive requiring background checks.