



DATE ISSUED: 05/14
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Director of Admissions Processing

JOB SUMMARY

Performs complex and highly responsible job duties in the preparation, operation, and management of the application processing. Coordinates the functions of admissions application processing and evaluation. Performs independent, responsible and at times highly confidential work requiring sound judgment and effective work practices. Work is performed under minimal supervision and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Vice President Enrollments Services

Supervises: Manager, Supervisor, Coordinators, Evaluators I and II, Application Processors I and II, Records Clerk, Support Staff, and Student Assistants

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

- Provides vision and a systematic approach to processing of admissions applicants in accordance with the mission of the University and annual recruitment goals.
- Coordinates tasks related to application processing and evaluation.
- 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.
- Ensures prompt, efficient application processing.
- Oversees maintenance of internal and external databases, coding structures, and electronic transfers of student data related to admissions applications.
- Ensures policies, procedures, and good practices are maintained for improved application processing and evaluation.
- Responsible for risk management and maintaining confidentiality of sensitive data and information.
- Ensures proper communication to applicants relating to application processing.

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- Responds to inquiries concerning admissions requirements, both general University requirements and individual academic departmental requirements.
- Collaborates with faculty in determining course equivalencies and/or substitutions for which there are not established guidelines.
- Provides training on data entry/automated data processing procedures.
- Reviews exceptional or unusual admissions cases.
- Budget responsibilities including management and adherence to departmental budget including accurate forecasting of needs.
- Is the 'Custodian of Record' for granting access to the application processing systems.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Bachelor's degree required, Master's degree highly preferred.

EXPERIENCE

Minimum of five years of progressively responsible management experience in a high volume, document processing office. Additional job-related education may substitute for required experience on a year-for-year basis. Evidence of leadership and successful supervisory ability required. Experience with student data systems and document imaging software a plus.

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:

- Ability to plan, organize, and administer staff to assure maximum efficiency in the admissions application processing function.
- Ability to plan and organize staff schedules to ensure maximum productivity and workflow efficiencies.

- Ability to plan, direct, and evaluate, using human resources, time, funds and other resources for the accomplishment of long-term and short-term goals of the institution.
- Knowledge of University policies concerning admissions, student and academic records.
- Detailed knowledge of academic program admissions requirements and deadlines.
- Ability to use student information systems for statistical analysis and other computer technology applicable to functions of position.
- Ability to establish and maintain effective work relationships with prospective students and families, applicants, current students, faculty, staff, and other administrators.
- Ability to work on own initiative, exercising sound judgment and working with a high degree of accuracy.
- Ability to multi-task and work well under pressure of tight deadlines and periods of heavy workloads.
- Ability to exercise sound judgment in determining work priorities.
- Ability to provide exemplary leadership.
- Ability to apply budgeting and fiscal planning techniques within financial constraints.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Knowledge of management methods and ability to provide administrative guidance and provide direct training and supervision as needed.
- Ability to learn and effectively apply new knowledge toward continual improvement of student records processing and outcomes.
- Ability to use a personal computer and other office equipment, including related 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. 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

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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.

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