



DATE ISSUED: 08/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Assistant Director, International Admissions

JOB SUMMARY

Senior liaison for international students during the admissions process. Subject matter expert on international admission policies. Responsibilities include reviewing and evaluating files of international applicants. Review and interpret international transcripts and international credentials. Creates summaries of international degree equivalencies. Counsels students on international admissions requirements. Provides customer service to students, faculty and staff, via phone, email, and in-person interactions. Advises students on use of online applications tools. Determines admissions eligibility, calculates GPA and hours earned, hours attempted. Performance is checked through periodic audits. Work is performed within established policies and procedures under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Office of Admissions Processing

Supervises: May supervise Graduate Assistants or Student Assistants

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

- Provides international transcript evaluation of international credentials for international and domestic undergraduate and graduate students.
- Creates summaries of international degree equivalencies.
- Trains new and continuing staff members on the process of international transcript evaluation.
- Maintains transcript files, current international catalog policies.
- Prepares the graduate admissions packet, forwards to academic department.
- Corresponds with students, faculty, and departments relative to student status.
- Confers with international students and international school officials concerning eligibility.

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- Approves TOEFL and GRE scores for international students.
- Answers general questions about the university, admissions, registration, etc.
- Prepares international coursework equivalencies for transfer credit recommendation for departments and per student request.
- Processes student applications from ApplyTexas.
- Participates in professional organizations and work-related listservs.
- Provides customer service to students, faculty and staff.
- Add/remove holds.
- Determines international student admissions eligibility.
- Calculates GPA and hours earned, hours attempted.
- Reviews and evaluates files of applicants.
- Verifies all transcripts have been received.
- Evaluates and posts core completion.
- Reviews and interprets international transcripts.
- Enters all coursework that has been accepted.
- Counsels students on admission requirements.
- Reviews and posts test scores.
- Verifies student degrees.
- Converts and calculates grades from other credit systems.
- Expedites files per academic department.
- Responds to university staff and faculty regarding international course equivalency.
- Inputs, maintains, and assists in processing computerized data.
- Organizes, maintains and researches unidentified documents.
- Provides user test plans and feedback of software to ITS.
- Informs management of support issues, backlogs of errors.

ADDITIONAL DUTIES

- Assists with Open Houses, New Student Orientation, Transfer Fairs, and Recruitment.
- Attends Training and professional workshops.
- Records receipt of documents in Datatel.
- Inputs application information.
- Assists with special events.
- Indexes documents into GMedia.
- Proofs documents to verify entry into Gmedia.
- Shreds documents.
- Performs other duties as requested.

EDUCATION

High school diploma and some college required. Bachelor preferred.

EXPERIENCE

Three years experience in an office setting is required. Minimum of one year as transcript evaluator. Records management experience in higher education or similar setting is preferred. Working knowledge of imaging systems, databases, records retention schedules is highly preferred.

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:

- Knowledge of current admissions standards and registration requirements.
- Knowledge of personal computer and mainframe applications relating to the processing of international admissions and registration.
- Ability to deal effectively with students, parents, employees, and administration.
- Skill in dealing with the public and students in a courteous and professional manner.
- A commitment to a student centered customer service philosophy.
- Ability to give presentations to groups regarding international admissions and registration.
- Working knowledge of office practices and methods.
- Skills in coordinating work with other employees, providing direct instruction or supervision as needed.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities
- Ability to represent the department and University in a friendly, courteous and professional manner.
- 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.

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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.

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