

Sul Ross State University
Position Description

Official Title: Asst. Director of Admissions and Recruiting

Job Code: 3619

Salary Group: Unclassified (1)

Summary

Function: Daily management of the undergraduate admissions funnel.

Duties

Essential: The Assistant Director of Admissions is responsible for the day-to-day management of all site operations, including the recruitment and admission of new transfer students as well as returning students in conjunction with the Lobo Den; management of student workers; Ambassadors; and leadership in all areas admissions operations along with other duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential:

Supervision

Received: Reports directly to the director of admissions for policies and processes, regulations, reporting, and reporting requirements.

Given: Assist with training admission personnel.

Education

Required: Bachelor's degree.

Preferred:

Experience

Required: 2-4+ years equivalent experience in enrollment management, admissions, student life, student affairs; or similar public relations and office environments.

Preferred:

Equipment/Skills

Required: Experience operating a personal computer and working with student information system; proven experience in meeting goals and developing action plans; ability to manage a minimum of 4 admissions representatives; ability to resolve student issues related to admissions and enrollment. Knowledge of enrollment management processes; strong verbal, written, and organizational skills; public speaking; coach employees for optimal performance; strong customer relationship skills; high degree of professionalism and confidentiality; appropriate understanding of financial management.

Preferred:

Working Conditions

Usual: Office conditions; office hours 8 am - 5 pm Monday through Friday.

Exempt from overtime provisions. Some travel is required. Position is Security Sensitive.

Special: Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: September 06, 2016