

JOB INFORMATION

Effective Date	3/13/2023
Job Code:	2859
Job Title:	Associate Director of Admissions, Campus Visits
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Enrollment Management
Job Family:	Enrollment Management
Job Summary	The Associate Director of Admissions, Events is responsible for the Office of Admissions front lobby experience and plans, publicizes, executes, and evaluates special events and tours for prospective and newly admitted students. Responsibilities include but are not limited to working directly with marketing, vendors, food services and other external and internal constituents for successful event planning. Maintains and operates the University’s Campus Visits Program for individuals, groups, undergraduates, and graduate students. And is also responsible for supervising an Events Assistant, two Customer Service Representatives, and ten to twenty student employees and tour guides.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree		Required	
Master's Degree			

Work Experience

Experience	Experience Details	Required/ Preferred	
Some	Minimum four years of event planning experience as well as two years of supervisory experience.	Required	
Less than 3 yrs	Admissions and/or recruitment experience in a higher education environment.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Working knowledge regarding best practices of a quality campus visit experience including best practices of event planning. 	Proficient
<ul style="list-style-type: none"> Working knowledge of effective admissions and recruitment strategies. 	Skilled
<ul style="list-style-type: none"> Must be able to effectively use PC Windows, Microsoft products, and desktop publishing. 	Skilled
<ul style="list-style-type: none"> Must be able to effectively use application software; CRM & SIS Systems. 	Skilled
<ul style="list-style-type: none"> Must have a high level of organization skills (desk, files, workload, and organization of key personnel) as well as the ability to oversee and supervise the activities of others. 	Proficient
<ul style="list-style-type: none"> Ability to prioritize work load and work well under pressure. Must be detailed oriented, a self-starter with the ability to anticipate the needs of the office. 	Proficient
<ul style="list-style-type: none"> Must have excellent oral and written communication skills including strong interpersonal skills. Must be able to express sensitivity and maintain confidentiality. 	Proficient
<ul style="list-style-type: none"> Ability to establish and maintain effective working relationships. Must be a team player and interact collegially with co-workers and campus community partners. 	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Plans and implements all large scale campus events originating in the Office of Admissions for UH-Clear Lake, Pearland and Texas Medical Center campuses. Provides notification to prospective attendees, coordination with facilities, food services, and other offices involved in the events. 	25%
<ul style="list-style-type: none"> Provides direct oversight of the Admissions front counter and lobby. Provides a welcoming and high-quality customer service experience to prospective students & guests. Assists prospective student with admissions process and troubleshooting issues. 	20%
<ul style="list-style-type: none"> Oversight of the campus visit (individual and group) program for prospective undergraduate and graduate students including; scheduling tours, setting up visits and events in Customer Relationship Management System, updating campus-visit web pages, maintaining tour reports and supporting group tour chaperons and coordinators during their visits. 	15%
<ul style="list-style-type: none"> Works directly with deans, associate deans, faculty, staff, contractors, vendors, food services, parking and other external and internal agents as needed to ensure successful events, including securing speakers, faculty/staff presenters, sign language interpreters, select department areas, etc.; as well as event promotion, décor, set-up and clean up, and post event assessment. Works with the Department Assistant to ensure bids are submitted properly and invoices are paid promptly. 	10%
<ul style="list-style-type: none"> Meets with marketing to design marketing material and campaigns for events and tours including digital, print, electronic and social media with approval from the executive director of admissions. Responsible for contents maintenance of the event and tour web pages. Uses Slate CRM to track prospective attendees for tours/events. Meets with the Exec. Dir., Director, and Assoc. Director of EM Communications to ensure the office is producing an effective communication plan across all events. 	10%
<ul style="list-style-type: none"> Hires, trains, supervises, and mentors events assistant, customer services reps, student employees and tour guides. Develops and coordinates Admissions Student Ambassador Program. 	10%
<ul style="list-style-type: none"> Assist in the development of the Strategic Enrollment Management plan using data from events and tours. Works with the Director of Admissions, undergraduate recruitment and/or functional analysts to enhance event tracking plan as needed. 	5%

Essential Functions

Essential Function	% TIME
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description