

JOB INFORMATION

Effective Date	2/23/2023
Job Code:	2855
Job Title:	Dir, Adm Undergrad Recruitment
Salary Grade/Structure:	060 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Enrollment Management
Job Family:	Admissions
Job Summary	The Director, Admissions directs application processing operations for undergraduate and graduate students.

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	Bachelor's Degree in Higher Education or related field.	Required	
Master's Degree	Master's preferred.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Minimum 5 years experience in student admissions or higher education administration.	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Knowledge of the student admissions procedures and best practices and the university's academic programs. 	Skilled

Licenses and Certifications

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

KSAs	Proficiency
• Analytical skills to ascertain issues and identify solutions.	Proficient
• Ability to lead team efforts to facilitate department objectives.	Skilled
• Supervisory skills to manage and lead staff.	Skilled
• Interpersonal and customer service skills to advance department services.	Proficient
• Ability to interact effectively with a diverse student population.	Proficient
• Competent oral and written communication skills.	Skilled
• Proficiency with PC software applications in a Windows environment.	Proficient
• Experience with a student information system.	Proficient
• Ability to work independently with minimal supervision.	Skilled
• Ability to exercise discretion and independent judgment and act upon decisions within scope of delegated authority.	Proficient

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Manages admissions process operations for domestic undergraduate and graduate students, which includes applicant document management; application loads, entry, and validation; test score loads and entry; transcript loads and evaluation; admissions decisions; official residency; and application communications. Renders final decisions on domestic and international transfer credit, and authenticates official documents.	30%
• Administers appeal and waiver processes; and, in coordination with Executive Director, Admissions & Recruitment, has final decision-making authority on admissions decisions. Supervises, trains, and leads admissions processing staff to ensure quality control, data integrity, and documentation standards. Administers application processing operations planning, assessment, and budget. Serves as chief residency officer; interprets and applies State regulations, makes final residency decisions, and coordinates resolution of residency appeals with Assistant Vice President, Enrollment Management and UH-System legal counsel.	20%
• Works with academic departments and faculty to develop admissions processes and guidelines for new academic programs; coordinates university catalog updates. Coordinates revisions to student applications and applicable university web pages for deadlines and current admissions standards. Oversees money-handling procedures and verification of student application payments by check or money order. Ensures necessary credentials are maintained and accessible for electronic systems and student file processing. Participates in UH-system student information system meetings regarding system updates and functionality.	20%
• Maintains membership in professional associations to stay abreast of current state and federal regulations and best practices. Participates in university events and serves on university committees	15%
• Serves in the absence of the Executive Director, Admissions & Recruitment.	10%
• Performs all other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
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			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description