

JOB INFORMATION

Effective Date	10/21/2021
Job Code:	2259
Job Title:	Executive Director, Admissions
Salary Grade/Structure:	080 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec/Admin/Mgmt
Job Function:	Enrollment Management
Job Family:	Admissions
Job Summary	Responsible for developing a comprehensive market and data driven approach to recruitment and enrollment. Supervises the development and implementation of the annual recruitment plans, strategies and recruiting events that lead to the attainment of the university's enrollment management goals; maintains relationships with surrounding community colleges and other higher education institutions for recruiting purposes; directs the application process from inquiry to enrollment; creates and maintains a team effort and collaborative environment for the development and implementation of the annual recruitment plans; interprets and enforces university, state board and Federal regulations regarding admissions; oversees the operation of the Office of Admissions and supervises professional and support staff in the areas of admissions processing, international admissions, student communications, and recruitment and prepares reports as needed. Manages an annual budget of \$1.3 million dollars, decisions on the distribution of funds and accountability of cost centers. The position reports to the Associate Vice President of Academic Affairs.

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		Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Considerable	years experience in a supervisory position with progressive responsibilities in higher education admissions. Thorough understanding of the admissions process from initial contact to enrollment	Required	

Licenses and Certifications

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

KSAs	Proficiency
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JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Oversees the admissions function and coordinates all activities necessary to convert prospective students into enrolled students in accordance with the university enrollment targets. Oversees the development and execution of the annual recruitment plan. Coordinates efforts with the schools to meet their desired enrollment targets for selected programs. 	35%
<ul style="list-style-type: none"> Responsible for ensuring the efficient operations of admissions processing and ensuring that PeopleSoft Student Administration product is utilized to its fullest potential to allow the university to achieve its enrollment targets. Oversees the Student Information System, development and maintenance needs, coordinates priorities and testing schedules with Functional Analyst as it pertains to PeopleSoft advising and admissions functions. 	20%
<ul style="list-style-type: none"> Serves on university committees as appropriate, including the Enrollment Management Group and the Academic Affairs Marketing Group. 	10%
<ul style="list-style-type: none"> Works closely with the Registrar, SAC Assistant Director, Financial Aid Director, Cashier, and Dean of Students to resolve operational issues that allow the university to maximize enrollment. 	10%
<ul style="list-style-type: none"> Budget responsibilities that include the management of approximately 8 cost centers totalling over \$1.3 million dollars, decisions on distribution of funds and accountability of cost centers. Responsible for developing admissions priorities and participating in the campus wide priority process. 	10%
<ul style="list-style-type: none"> Hires and evaluates with firing authority and supervises the staff of the Office of Admissions and oversees the workflow related to admissions function, including the recruiting personnel, admissions processing personnel and internal admissions personnel. 	10%
<ul style="list-style-type: none"> Other 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

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						

Physical Demands

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

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

Travel Requirements

Estimated Amount	Brief Description