

JOB INFORMATION

Effective Date	6/1/2023
Job Code:	4522
Job Title:	Manager, Admissions Processing
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	P1 - Entry Professional
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	
Job Family:	
Job Summary	The Manager, Admissions Processing performs a full range of administrative functions to support the daily activities of the Office of Admissions Processing. Manages the daily operational tasks to support the Office of Admissions Processing to including but not limited to; applications and monitoring the electronic /mail transcript retrieval process, provides guidance to UHCL and UH System staff on document retrieval, responsible for training new staff, and works to ensure quality control measures are met for the processing area. Will also work closely with the Director of Admissions Processing on overall process improvements. May assist with administrative needs.

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	
High School Diploma or GED		Required	
Associate's Degree		Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Minimum five years of related Admissions work experience in higher education including experience with PeopleSoft SIS.	Required	
Less than 3 yrs	Minimum two years of supervisory experience.	Required	
Less than 3 yrs	Experience in Admissions processing including working knowledge of document imaging system and ability to use SharePoint.	Preferred	

Licenses and Certifications

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

KSAs	Proficiency
• Knowledge of SharePoint, SIS, and processing systems utilized in Admissions Processing.	Skilled
• Must be able to learn and effectively work with related software.	Skilled
• Experience working effectively in a fast-paced environment and able to change priorities quickly.	Skilled
• Ability to develop and maintain process documentation.	Skilled
• Must be able to effectively manage and lead staff.	Proficient
• Must be detail oriented with the ability to prioritize assignments and meet deadlines.	Proficient
• Demonstrated ability to work professionally with staff.	Proficient
• Excellent organizational, written and verbal communication skills to effectively communicate with a diverse audience.	Proficient
• Must be able to work closely with Functional team to trouble shoot technical issues that may arise within the Processing area.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Oversees the timely receipt of electronic applications and transcripts from Functional Analyst Team. Manages and monitors the workflow between all units in the Office of Admissions that affect the timeliness of applicant admissions from the time all documentation is received, downloaded and scanned to various functions relating to admission of all freshmen -graduates domestic applicants. Manages document imaging and file management. Determines the authenticity of domestic documents.	40%
• Manages the uploads and match processes for all electronic test score files received (AP, ACT, GMAT, GRE and TOEFL) for domestic and international applicants. Ensures the turn around periods are met daily.	15%
• Directly supervise office assistants and mail clerk areas. Provides support to Director of Admissions Processing, Admissions Evaluators, and Transcript Credit Team. Manages staff training on and ensures training documents are updated accordingly for admissions processing procedures.	15%
• Manages the Duplicate ID process for UHCL Student Info System and works with the UHS campus employees to resolve issues. Responsible for the data integrity in the SIS for duplicate ID data migration to the valid ID. Responsible for maintaining the SharePoint system.	10%
• Oversees and verifies student application payments by check and money order to the Office of Admissions; Randomly verifies financial journals in People Soft for Director approval, indicating breakdown of cash received for admissions application fees paid online. Ensures the policies and procedures for handling money are current and executed consistently.	5%
• Approves and enters specific application fee waivers into People soft system for freshman and transfer applicants.	5%
• Ensures the admissions related purge process is completed for prospects and applicants who did not enroll at UHCL within one year.	5%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
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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

