

JOB INFORMATION

Effective Date	3/14/2024
Job Code:	2260
Job Title:	Director of Admissions, Processing/ Transfer Credit
Salary Grade/Structure:	070 - 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 of Processing & Transfer Credit is responsible for operations involving processing applications, receipt of all admissions documents and required test scores and transfer equivalency. Responsible for data entry integrity. Ensures that admissions policies and procedures are adhered to concerning documentation and residency questions. Provides information to other departments concerning admissions policies and procedures. Oversees the operations of the transferring of credit from institutions and maintenance of those related catalogs. Supervises 13 full-time staff and various work study and temporary staff. Maintains confidentiality of admission's records.

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	Progressive experience including supervisory in admission processing/university admissions or related setting; Experience with transfer credit evaluation; Experience in residency decisions; Demonstrated functional and technical experience with computer applications, workflow management and database systems including Student Information System.	Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Some	Senior-level experience and leadership in higher education with decision making authority; Document imaging software experience; Experience in budget formulation and management.	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"> Experience working effectively in a fast-paced environment with quickly changing priorities; Skill in working independently and following through on assignments with minimal direction. 	
<ul style="list-style-type: none"> Demonstrated functional and technical experience with computer applications, workflow management and database systems, such as PeopleSoft and imaging system. 	
<ul style="list-style-type: none"> Strong organizational, written and verbal communication skills across diverse audiences. 	
<ul style="list-style-type: none"> Ability to develop and maintain process documentation. 	
<ul style="list-style-type: none"> Must be detail oriented and ability to be adaptable and managing multiple competing priorities. 	
<ul style="list-style-type: none"> Ability to learn new software packages or computer systems. 	
<ul style="list-style-type: none"> Ability to align functions and duties with University level and Divisional Strategic Objectives and Initiatives to enhance the student experience, improve University recognition and image, align resources with priorities, and improve business operations. 	

JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Supervises the admission process for the university which includes making final decisions on transfer credit, authentication of official documents, TOEFL and TSI waivers. Responsibilities include oversight of processing international applications in People soft, calculating GPA's, document imaging, collecting application fees and enforcing proper money handling procedures. Supervises seven evaluators of which two specifically process international applications, three Office Clerks II, two Transfer Credit Analysts and an Admission Specialist. 	50%
<ul style="list-style-type: none"> Responsible for ensuring the online and hard copy application is updated to reflect changes or additions in academic programs and admission deadlines. Informs staff about changes to the process or deadlines. Participates in PS cross campus meetings to ensure functionality is consistent with UHCL's business practices. Performs some clean up and runs processes needed for CB reporting. Develops ways to track targeted applicants. Develops communication for applicants and forwards to the Assistant Director of Recruitment for loading in PS. Maintains and enforces transfer credit policies. Oversees evaluating courses for transfer equivalency and updating the transfer guide database. 	20%
<ul style="list-style-type: none"> Serves as Chief Residency Officer by collecting all residency petitions for domestic and international students and making the final decisions. Works with the Executive Director of Admissions and/or legal counsel on residency appeals. Works directly with faculty to resolve residency issues as it relates to RA and TA waivers. 	15%
<ul style="list-style-type: none"> Evaluates student requests for application fee refunds and makes recommendations to the Executive Director. Works with Student Financials at UH Main and UHCL to resolve disputes and chargebacks with financial institutions. Serves as the liaison between Admissions and campus 	15%

Essential Functions

Essential Function	% TIME
departments on maintaining and enforcing the grant process to ensure Admissions receives reimbursement. Works directly with academic departments and faculty to develop admission processes and guidelines for new academic programs that will not conflict with established policies.	
• Other duties as assigned.	0%

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			

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description