

# University of Houston – Clear Lake

## Position Description

Job Title: **Director, Admissions**

Job Code: **2260**

Pay Grade: **060**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree required.	Master's degree preferred.
Experience	Five years admissions office experience in higher education environment. One year of transfer credit and/or rules articulation experience.	Five years admissions office experience in higher education environment. Three years supervisory experience in a high volume office within an educational institution and with decision making authority. One year of People Soft experience.
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

**The Director, Admissions 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..**

Duties and responsibilities	% Time
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
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
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

<p>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 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.</p>	15
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***This position description describes the general qualifications, duties and responsibilities of work being performed.***