

University of Houston – Clear Lake

Position Description

Job Title: **Assistant Director, Admissions**

Job Code: **2835**

Pay Grade: **040**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree required.	Master's degree in related field.
Experience	Three years experience in Admissions/Recruiting in higher education. Three years experience supervising staff.	PeopleSoft experience.
License/Certification		

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

POSITION SUMMARY

Supervise a student centered recruitment team which includes Enrollment Management Counselors, Special Events Coordinator, Data Entry Clerks, Front Counter Staff, Telecounselors, work students and temporary staff. Oversees the staff's efforts to implement enrollment and territory management. Manages and develops effective electronic and written communication and assists in the development of the recruitment plan. Ensures events will meet the needs of undergraduates, graduates and under represented populations.

Duties and responsibilities	% Time
Assists in developing the annual recruitment plan to achieve university enrollment goals; develops and implements recruiting initiatives; responsible for oversight of recruitment activities and special events on and off campus for graduate and undergraduate students; oversees the Enrollment Management Counselor's efforts to manage territories; coordinates the recruitment calendar and schedule; oversees the development of 2+2 plans and special populations (Unilink, corporate, under represented students, etc.); assists with development of recruitment publications; orders recruitment materials.	45
Supervises Enrollment Management Counselors, Special Events Coordinator, Receptionists, Data Entry Clerks/Mailroom staff, Telecounselors, work students and temporary staff; conducts performance assessments and maintains employee work schedules; conducts team meetings; submits monthly report to the Executive Director of Admissions.	40
Maintains collaborative working relationships with faculty, staff, students, community colleges, high schools, businesses, four-year institutions and community agencies; makes public speeches; other duties as assigned.	15

This position description describes the general qualifications, duties and responsibilities of work being performed.