

University of Houston – Clear Lake

Position Description

Job Title: **Associate Director, Admissions**

Job Code: **2838**

Pay Grade: **050**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree required.	Master's degree in related field.
Experience	Five years in Admissions/Recruiting. Five years supervisory experience.	People Soft experience.
License/Certification		

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

POSITION SUMMARY

Oversight of student centered recruitment team which includes Enrollment Management Counselors, Data Entry Clerks, Front Counter Staff, Telecounselors, E-Recruiter and Enrollment Management Coordinator-Pearland Campus, work students and temporary staff. Coordinates 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. Operations oversight of the Enrollment Services office at the Pearland Campus..

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 on and off campus for graduate and undergraduate students, underrepresented populations and Unilink; oversees the Enrollment Management Counselor's efforts to manage territories; coordinates the recruitment calendar and schedule; assists with development of recruitment publications; orders recruitment materials and supplies; assists fellow Associate Directors and Executive Director with ensuring web site is current.	40
Direct supervision of the Enrollment Management Counselors, Customer Service Representatives, E-Recruiter, Enrollment Management Coordinator-Pearland Campus and the Lead Data Entry Clerk; has indirect supervisory authority for the Data Entry Clerks, Telecounselors and for two Enrollment Management Representatives at the Pearland Campus. Makes hiring and firing decisions with the approval of the Executive Director; conducts team meetings, submits monthly reports to the Executive Director of Admissions; monitors recruiting and mail expenses and makes adjustments as needed to stay within budget.	40
Oversees front counter operations, the mail room and administration of the inquiry tracking system in PeopleSoft; updates and develops communication to prospective students and applicants with assistance from the Enrollment Management Counselors. Operations oversight for the Office of Enrollment Services at the Pearland Campus. Meets with the Assistant Director of Special Events and the Coordinator of Transfer Advising regularly; maintains collaborative working relationships with faculty, staff, students, community colleges, high schools, businesses, four-year institutions and community agencies; makes presentations and host meetings; other duties as assigned.	20

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