

**JOB INFORMATION**

Effective Date	10/11/2021
Job Code:	2859
Job Title:	Associate Director of Admissions, Campus Visit
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec/Admin/Mgmt
Job Function:	Enrollment Management
Job Family:	Enrollment Management
Job Summary	The Associate Director of Admissions, Campus Visit is responsible for the Office of Admissions front lobby experience and plans, publicizes, executes, and evaluates special events and tours for prospective and newly admitted students. The responsibilities include but are not limited to working directly with the marketing company, contractors, vendors, food services and other external and internal agents for successful event planning. This position maintains and operates the university's Campus Visit Program for individuals, groups, undergraduates and graduate students. This position also supervises an Events Assistant, 2 Customer Service Representatives, 3 Student Recruiters. and student ambassadors.

**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	

## Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	of event planning experience; 2 years of campus visit or tour coordinating experience; 3 years of supervisory experience	Required	
Less than 3 yrs	Professional experience with utilizing social media in event planning; some experience with Adobe-InDesign	Preferred	

## Licenses and Certifications

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

KSAs	Proficiency
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## JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"><li>The Associate Director of Admissions, Campus Visit has general oversight of the Admissions front counter. This position is responsible for providing a welcoming and high quality service experience to prospective students. The Associate Director also coordinates all events originating in the Office of Admissions for Clear Lake and Pearland campuses. This position supervises an Events Assistant, 2 Customer Service Representatives, 3 Student Recruiters and student ambassadors. This position works directly with contractors, vendors, food services, parking, and other external and internal agents as needed to ensure successful events. This position works closely with the Senior Business Assistant to ensure bids are submitted properly and invoices are paid promptly.</li></ul>	50%
<ul style="list-style-type: none"><li>The Associate Director of Admissions, Campus Visit has general oversight of the campus visit program for undergraduate and graduate students. Responsibilities include maintaining the tour pages online, reservations, customizing visits and working with departments and campus catering to meet the needs of each group. Tours include self-guided, group initiated tours, individual and university sponsored tours such as Hawk Adventure for freshman. Ensures tour participant information is forwarded to the Data Entry Clerks after each tour.</li></ul>	35%
<ul style="list-style-type: none"><li>Meets with marketing company to design marketing material and campaigns for events and tours which includes hard copy, electronic and social media with the approval of the Executive Director of Admissions. Responsible for content maintenance of the event and tour web pages. Uses PeopleSoft to track prospective attendees for events/tours. Meets with the Assistant Director of Admissions, Communication to ensure the office is producing an effective communication plan across undergraduate/graduate recruitment and events. Submits written reports on events and tours to the Executive Director of Admissions.</li></ul>	10%
<ul style="list-style-type: none"><li>Assists in the development of the enrollment management plan using data from events and tours. Works with the Associate Director of Admissions, Undergraduate Recruitment and/or the Functional Analyst to enhance the tracking plan as needed. Other related duties as assigned.</li></ul>	5%

## PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

### Travel Requirements

Estimated Amount	Brief Description