

JOB INFORMATION

Effective Date	10/19/2021
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	years admissions office experience in higher education environment	Required	
Less than 3 yrs	of transfer credit and/or rules articulation experience	Required	
Considerable	years admissions office experience in higher education environment	Preferred	
Some	years supervisory experience in a high volume office within an educational institution and with decision making authority	Preferred	
Less than 3 yrs	of People Soft experience	Preferred	

Licenses and Certifications

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

KSAs	Proficiency
• Advanced Computer Experience	
• Experience with student information systems	

JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

Essential Function	% 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%
• 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.	15%
• Other duties as assigned.	0%

PRE-EMPLOYMENT

Criminal History:	Yes
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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