

## MASTER SPECIFICATION

### JOB INFORMATION

Date:	7/25/2017 12:07:07 PM
Official Title:	Supervisor of Admissions Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 5
Scheduled Hours	
Job Code:	323119
Job Family:	Admissions/Records

### JOB SUMMARY

The Supervisor of Admissions supervises and coordinates the operations and staff of the Admissions area/unit of an institution.

### NATURE OF WORK

The Supervisor of Admissions is responsible for providing leadership and direction to all assigned staff in the institution's Admissions area. Job responsibilities require the ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities. Work is performed under limited supervision, working from established policies, objectives, and standards. Problems faced in this position are varied, complex, and occasionally ill-defined, requiring analysis and interpretation of the situation. Decisions have significant, broad implications for the management and operations of a division/entire institution as well as contribute to decisions on the overall strategy and direction of the entire institution.

### Distinguishing Characteristics

#### Examples of Duties

##### Essential Functions

Supervises the functions and operations of the Admissions area, including maintaining adequate staffing levels, as well as scheduling and supervising workloads to meet critical deadlines.

Supervises all assigned staff, which may include planning, assigning and approving work; rewards/disciplines; responds to grievances; hires/fires (or effectively recommend); prepares and signs performance evaluations/reviews of employees.

Presents the admissions process to prospective students and parents, which includes systematic and efficient handling of applications, communications with candidates and their parents; scheduling interviews with candidates and their parents; arrangements for admissions testing; securing necessary student credentials; and maintaining admission records.

Assists in the development and implementation of efforts designed to achieve overall enrollment goals.

Maintains and manages the admission database, including running statistical reports, queries, and entering inquiries and application data.

Oversee Admissions unit logistics including ordering admission and office supplies, and appropriate admissions marketing materials.

Communicates with other institutional divisions/departments to effectively coordinate Admissions related functions and operations.

Performs other job relate duties as assigned.

*Performs other functions as required or assigned. Also complies with all Policies and Standards.*

### QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### Education

Education Level	Field of Study	Req	Pref	And/Or
Bachelor's degree	Related field	X		

### Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

### Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
1 year +	Related experience	X		