

Assistant Vice President, Enrollment Management and Undergraduate Admissions

Job Code 50012241

General Description

The purpose of the job is to plan, coordinate, implement and evaluate all recruitment, admissions, transcript evaluation and transition activities for the university's undergraduate programs. This position leads the staff in strategic planning in the achievement of admission and university strategic goals. This position will serve as person in charge during AVPEMM absence.

Examples of Duties

Plan, coordinate, implement, and evaluate all recruitment, admission and transition activities to achieve university new undergraduate student goals.

Coordinate process for short and long- range strategic planning.

Plan, generate and interpret operational assessments, statistical and all annual reports to document activities/results for future planning.

Develop and manage an annual operating budget for more than 2.5 million dollars.

Responsible for all aspects of undergraduate student recruiting including school relations, prospect managements, student searches, communication plans, on and off campus programming, systems development and the identifications and application of new technology to provide continuous improvement in student recruitment; represent university as needed at programs.

Manage human resources by interviewing, hiring, supervising, training, disciplining, prioritizing, evaluating and scheduling employees.

Directly supervise selected staff; delegate supervision of additional staff.

Manage functional responsibilities of implementing academic policies on admission, evaluation of transfer credit and residency.

Make decisions regarding the admission of undergraduate students, including traditional, non-traditional, transfer, transient, international and former students.

Prepare correspondence, reports and planning documents.

Review e-mail correspondence and prepare appropriate response.

Oversee the development and productions of reports and data analysis including handling the word processing of documents.

Coordinate the development and publication of major recruitment publications for the office.

Develop and coordinate the design and copy for the admission site on the Texas State website.

Represent undergraduate admissions and participate in numerous university council and committees.

Maintain positive and helpful relationships with faculty, administrators, staff, students, alumni and high school.

Knowledge, Skills, and Abilities

Knowledge of: Admission policy and procedures; higher education policy and procedures; college administrative counseling.

Skill in: Interacting with diverse populations to establish rapport; Personal computers and mainframe; group presentations; organization; problem solving and decision making.

Ability to: Supervise and motivate staff members; positively interact with diverse students, parents, and staff; work under pressure with short deadlines.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements