



UNIVERSITY

*The rising STAR of Texas*

## **Assistant Director, Undergraduate Admissions**

### **Job Code 00001083**

#### **General Description**

Responsible for budgeting, planning, implementing, and evaluating all new student orientation programs and campus visits.

#### **Examples of Duties**

Plan on-campus programs such College Day and Weekend at Texas State.  
Reserve all needed facilities.  
Arrange for speakers at all on-campus programs.  
Meet with Director to consult on new student orientation.  
Coordinate the orientation program with other University offices.  
Review evaluations from previous year in order to make adjustments.  
Plan orientation schedule based on results of evaluation.  
Prepare and edit text/copy for orientation, reservation, and schedule booklets.  
Consult with artist for cover and design layout.  
Hire Orientation Assistants and additional student support staff.  
Train Students how to handle the registration program, check in procedures and telephone follow-up.  
Mail reservation booklets to accepted new freshman and transfer students.  
Receipt money, assign session, and send confirmation for orientation programs.  
Plan and implement Scholarship weekend.  
Administer the Orientation budget and make recommendations for future development.  
Counsel prospective students and parents regarding admissions.  
Travel for recruitment within assigned territory, providing counseling services regarding admissions and financial aid.  
Perform other duties as assigned.

#### **Knowledge, Skills, and Abilities**

**Knowledge of:** state and national regulations; State travel guidelines; discrimination laws; NCAA regulations and other state or federal regulations.

**Skill in:** interacting with diverse populations in different settings; counseling, listening, and time management; layout design; problem solving and decision making.

**Ability to:** read and interpret manuals, detailed charts, graphs, reports, maps, student files; document interviews with students, publications, correspondence, reports; calculate grade point average, prepare complex statistical reports and travel reports; travel on short notice and meet with students; work under pressure; maintain work effectiveness with continuous interruptions and prioritize assignments; organize; research , analyze and evaluate information; prepare reports, review projects, and evaluate program effectiveness; drive a motorized vehicle.

**Educational Experience**

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**

Bachelor's Degree.