



The rising STAR of Texas

Associate Director, Undergraduate Admissions

Job Code 00001374

General Description

Responsible for supervising the duties of admission evaluation and processing.

Examples of Duties

Supervise freshman, transfer, and international admission processing.
Supervise admission processing and evaluation staff.
Hire and supervise student assistants.
Train staff and students.
Authorize vacation times and scheduling of work flow.
Develop, recommend, and implement policies and procedures.
Review and evaluate academic credentials for admission.
Assist in developing, updating, and modifying admissions programs.
Coordinate and supervise processing projects and programs.
Prepare statistical and periodic reports. Supervise receipting of application fees.
Counsel students on academic eligibility.
Give presentations.
Write, edit, proofread, and update text for catalogs, correspondence, and other materials.
Supervise and coordinate development of articulation materials.
Resolve admission discrepancies.
Assist in verifying grades of transfer work.
Conduct staff meetings.
Serve on university committees.
Prepare and conduct student orientation program.
Respond to inquiries.
Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: State laws and regulations on residency for tuition purposes; INS requirements for visa classification; foreign educational systems; computer programs, SQL programming language and mainframes; university admission and transfer credit policies; basic math; basic marketing and strategic planning; Texas State's history and departments/location of buildings; policies and procedures in higher education.

Skill in: Interacting courteously with often hostile members of the public; effectively directing the work of others and motivating output; establishing rapport with a variety of clients; mediating disputes among employees; public speaking; in typing; organization.

Ability to: Understand and interpret foreign educational systems; use proper evaluation

techniques; understand UPPSs; understand complex documents; prepare clear and concise reports, letters, and proposals; supervise and manage; prioritize workload; proofread accurately; travel and be away from campus for 1-2 weeks at a time; work weekends and evenings when needed.

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