

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: ASSISTANT DIRECTOR, ADMISSIONS

Reports To: Designated Supervisor

UW Job Code: 3011

UW Job Family: 35 - Student Service Management Support

SOC Code: 25-9099

FLSA: Exempt

Pay Grade: 21

Date: 6-16-00 (revised 6-15-01; 9-13-01; 12-1-01; 6-1-02; 7-1-02; 1-22-03; 7-1-04; 7-1-08)

JOB PURPOSE:

Assist in planning and implementing student recruitment strategies to help the University achieve enrollment goals; assume responsibility for planning, coordinating and supervising specific admissions programs or projects; represent the University to prospective students and their parents.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in planning and implementing the student recruitment plan for specific admissions programs or projects.
- Coordinate external and internal recruiting efforts of the University; assume responsibility for planning, coordinating and supervising specific programs or projects, as assigned.
- Determine financial ability and academic eligibility of international students, including evaluating test scores, translating course descriptions and working with I-20 forms for immigration.
- Some positions may determine if freshman and/or transfer students may be admissible to the university under an exception to policy.
- Work collaboratively with other campus departments, staff and faculty in administering Admissions programs or projects.
- Meet with prospective students and their parents to discuss admissions procedures and University policies.

SUPPLEMENTAL FUNCTIONS:

- Serve on committees and assigned teams.
- Assist with advertising/marketing programs; assist in preparation of a variety of recruiting/admissions publications.
- Respond to general correspondence and assist with the preparation of newsletters for prospective students.

- Attend professional development workshops relating to admissions.

COMPETENCIES:

- Analysis/Problem Solving
- Individual Leadership
- Judgment
- Meeting Membership
- Sensitivity
- Service Orientation

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **3 years work-related experience**

Required licensure, certification, registration or other requirements: **Valid driver's license**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- University admission policies and procedures.
- University-related programs and policies such as financial aid, housing, registration and records, and academic advising.
- Multicultural student recruiting.
- Student recruiting practices and procedures.
- Relevant immigration policies and forms.
- Project leadership and management.
- Desktop publishing programs and methods.
- University resources and programs.
- Advertising and marketing methods.
- Transfer credit articulation agreements.
- Student recruitment and retention issues.
- Equal opportunity and affirmative action programs.
- Computerized student information systems.

Skills and Abilities to:

- Communicate accurate and complete information, both orally and in writing.
- Foster a cooperative work environment.
- Effectively manage time and be organized.
- Create effective recruiting publications.
- Make administrative/procedural decisions and judgments.
- Work effectively with a wide range of constituencies in a diverse community.

- Coordinate and organize meetings and/or special events.
- Plan and implement programs.
- Budget oversight for assigned projects.
- Maintain complete and accurate records.
- Use independent judgment to manage and impart confidential information.
- Develop and implement recruitment plans.
- Develop and deliver presentations.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment. Travel is required.

DISTINGUISHING FEATURES:

Admissions Representative: Provides information about and represents the University of Wyoming to prospective students through on-site visits to high schools and recruiting fairs. Provides assistance in planning and implementing recruitment/admission strategies and orientation programs. Extensive travel is required. This position requires no previous experience in admissions or the recruiting of students.

Assistant Director, Admissions: Plans and implements student recruitment strategies and is responsible for specific admissions programs or projects. This position represents the University of Wyoming to prospective students and may also conduct on-site visits to high schools and recruiting fairs. Some travel may be required. May be responsible for programs located outside the main campus. This position requires two (2) years of previous admissions or student recruiting experience.

In a Unit with both an Associate Director and Assistant Director Level: The Associate Director level is the level with a much broader scope of responsibility and is called upon to "act as Director with full decision-making authority in their absence." In a Unit with only one level (either an Associate Director or an Assistant Director), whichever level is present may be called on to temporarily "act on behalf of Director in their absence, as directed."

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.