

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, GRADUATE PROGRAMS

Reports To: Designated Supervisor

UW Job Code: 5307

UW Job Family: 35 - Student Service Management Support

SOC Code: 25-9099

FLSA: Exempt

Pay Grade: 24

Date: 11-1-22

JOB PURPOSE:

Coordinate and manage the operational and personnel activities of the professional graduate programs in the College of Business assists the Unit Administrator under very limited supervision. This includes, but is not limited to, recruiting, admissions, enrollment, retention, and process/procedure efforts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Implement, coordinate, and manage operational and personnel activities of the professional graduate programs in the College of Business. This includes, but is not limited to: supervision of recruiting, admissions, enrollment, and retention activities. Process and procedure efforts for faculty, staff and students.
- Special projects and curriculum modification as needed.
- Communication and interpretation of rules, procedures, policies, etc. as needed to students, staff, faculty, and external stakeholders as needed.
- Implement goals and objectives for the area and staff and revise as necessary; develop and enact a comprehensive plan for delivery and assessment of program objectives and goals.
- Maintain admission policies, procedures, and criteria and suggest/implement changes as needed prompted by best practices and emerging trends and information.
- Coordinate and maintain consistent and unbiased application and selection process based on admission requirements.
- Manage the advisement of all enrolled students throughout the duration of their program.
- Evaluate transcripts and perform degree checks.
- Determine if graduate students may be admissible to the University under an exception to policy.
- Pursue opportunities which will enhance the general welfare of students within the applicable programs.

- Collaborate with institutional marketing and the college specific marketing specialist to ensure accurate messaging/publication is produced and published.
- Hire, train and supervise support staff and student workers when applicable. Take disciplinary action when needed. Complete annual performance evaluations for direct reports.

SUPPLEMENTAL FUNCTIONS:

- Serve on committees and assigned teams.
- Other duties as assigned.
- Professional Development.

COMPETENCIES:

- Influence
- Independence
- Individual Leadership
- Judgment
- Strategic Planning
- Initiative
- Sensitivity

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **4 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

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.

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.