

Job Level	Director for Recruiting and Admissions	Management Level I
Problem Solving	<ul style="list-style-type: none"> ▪ Reporting directly to the Associate Dean of Academic Programs, the Director of Recruiting and Admissions will lead the College of Business graduate recruitment and admissions unit with responsibility for graduate degrees and associated certificate programs. ▪ This includes management and supervision of the Graduate Programs admissions and recruitment staff. ▪ This position is responsible for strategic decisions regarding all Graduate Programs recruiting and admissions efforts for the COB. ▪ The Director will have autonomy in creating and executing a budget, identifying marketing strategies, implementing recruiting events and improving sales processes. ▪ This unit is responsible for maintaining and growing enrollment in College of Business graduate enterprise programs. ▪ Drive and execute strategy for graduate programs recruitment and admissions. ▪ Monitor, evaluate, and report on the graduate management enrollment market, demand, and competitors ▪ Obtain and track insights on the quality of applications, as well as information on qualified applicants who choose not to enroll. ▪ Design and implement student surveys and focus groups as needed for such efforts as exit surveys, satisfaction measures, media campaign responses, and other necessary program data requirements. 	<ul style="list-style-type: none"> ▪ Teams work within prescribed rules, guidelines, and policies and work is often transactional/ routine/cyclical in nature.
Interaction/ Communication	<ul style="list-style-type: none"> ▪ This position will work closely with the Academic Director for Graduate Programs, COB Marketing and Communications, and COB Graduate Programs Committee to increase and enhance course offerings based on marketplace demands. ▪ Serve as the main point of contact for managers of Graduate Career Center, Advising, and central university units for training needs, admissions decisions, compliance, and events, 	<ul style="list-style-type: none"> ▪ Adapts communication styles to differing audiences.
University Impact	<ul style="list-style-type: none"> ▪ Additionally, this position will work closely with the Academic Director for Graduate Programs, COB Marketing and Communications, and COB Graduate Programs Committee to increase and enhance course offerings based on marketplace demands. ▪ Develop travel and events schedules for student recruitment, interviews, and yield management. ▪ Develop and oversee strategic partnerships with the college-wide community, external organizations, and other potential sources of prospective students, such as MBA Ambassadors and corporate partners. 	<ul style="list-style-type: none"> ▪ Department/unit focused. ▪ Work provided by the team has short-term (within one year) impact by nature. ▪ Directs the application or existing principles.

Financial/
Budget
Responsibility

- The Director will have autonomy in creating and executing a budget, identifying marketing strategies, implementing recruiting events and improving sales processes.
- Oversee budget and approve all expenditures, track budgetary items and align spending with graduate programs goals for Recruiting and Admissions Unit.

- Takes action to monitor costs of work team.
- May contribute to the department's fiscal management.

People
Management

- College of Business Graduate Programs Recruiting and Admissions Unit:
- Total 6 FTE including 2 non-student hourly employees

- Manages teams typically comprised of technical / administrative support roles that are homogeneous in nature.
- May have people management responsibility for pay reviews, performance management, and resource planning.