

Job Level	Director of Admissions	Senior Management Level I
Problem Solving	<ul style="list-style-type: none"> <li>* Responsible for the leadership, oversight, and management of the Office of Admissions and all its functions.</li> <li>* The Director will work with the Vice President in recommending and determining admissions policies and strategies in order to realize the University's enrollment goals, and will be the University's lead person on all matters related to admissions.</li> <li>* The Director will be the Hiring Authority for all new hires in the Office of Admissions, and will be responsible for the management of a \$4.8 million budget.</li> <li>* To achieve growth, mix and diversity goals, the Director and Vice President, working in conjunction with the division's leadership team, are charged with developing a strategy informed by data, best practices and technology.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Problems are often not clearly defined and fundamental principles may not apply.</li> <li>▪ Solutions must take into account future considerations.</li> </ul>
Interaction/ Communication	<ul style="list-style-type: none"> <li>* Direct the admissions marketing, recruiting, and outreach to prospective undergraduate students in conjunction with the University's External Relations Division.</li> <li>* Direct the admissions marketing, recruiting, and outreach to prospective undergraduate students</li> </ul>	<ul style="list-style-type: none"> <li>▪ Typically reports to a department head</li> <li>▪ Reconciles multiple stakeholder views</li> </ul>
University Impact	<ul style="list-style-type: none"> <li>* Reporting to the Vice President for Enrollment and Access, the Director of Admissions works with the Vice President and other institutional leadership in setting admissions policies and strategies in order to realize the University's enrollment goals.</li> <li>* As a member of the Division's leadership team, the Director is expected to work collaboratively and strategically with other units within the Division and across the University.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Translates strategy into operations processes.</li> <li>▪ May provide input into strategy of the department or function</li> <li>▪ Must be head of a department as defined and assigned by the University for Director designation</li> </ul>
Financial/ Budget Responsibility	<ul style="list-style-type: none"> <li>* Responsible for the management of a \$4.8 million budget.</li> </ul>	<ul style="list-style-type: none"> <li>▪ May develop and manage a budget</li> </ul>
People Management	<ul style="list-style-type: none"> <li>* The Director oversees an office currently consisting of 51 staff, with seven direct reports.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Manages teams of primarily professional roles; may supervise project management levels</li> <li>▪ People management responsibility for pay review, performance management and resource planning.</li> </ul>