JOB SUMMARY:

Directs the graduate and international student services functions for the University. Includes recruitment, applications processing, admissions, financial aid, and transfer credit and evaluation for international and graduate students.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ Directs the coordination and processing of domestic and international graduate applications, international undergraduate applications, and new and continuing graduate financial aid applications. Works with counterparts in financial aid and domestic admissions to coordinate efforts and ensure compliance with applicable internal policies and external regulations. Develops short and long term plans and strategies and ensures that subordinate managers develop goals and strategies which are integrated with overall plans.

______ Plans, develops, administers, and evaluates international graduate and undergraduate recruitment and domestic graduate recruitment. Represents the University overseas and at domestic graduate student forums.

______ Develops admission and transfer policies for all countries of the world. Monitors, updates and reevaluates international markets. Monitors changes in the educational systems and educational testing for all countries. Recommends related policy changes to the Graduate School, appropriate administrators and faculty committees.

______ Directly or indirectly manages all assigned staff through subordinate managers and supervisors. Recruits, screens, hires, and trains staff. Counsels, disciplines, and/or terminates employees as required. Reviews and approves salary administration practices including raises, promotions, and reclassifications. Approves professional training and development opportunities for staff.

______ Plans, develops, and manages unit's budgets determining fiscal priorities and allocating funds accordingly. Approves or disapproves major expenditures and recommends budget amendments as appropriate. Monitors the budget performance of subordinate managers and ensures variances are explained and corrected as needed. Provides financial analyses, projections and reports to support budget development and management.

______ Serves as University's primary liaison to foreign embassies and other foreign associations regarding admissions processes and policies. Liaises with Student Administrative Services and University departments to guide, assist, and monitor the admissions of graduate students in accordance with University policies.

______ Participates in the development and administration of Graduate School operational and academic policies and procedures and information systems. Maintains currency on University policies and procedures and agency regulations pertaining to admissions and financial aid. Ensures staff are informed of changes and updates.
Serves on University committees and task forces pertaining to graduate admissions, international undergraduate and graduate admissions, and graduate financial aid. Acts as key resource for faculty committees and administrators shaping policies on international education at the University. Chairs the Admissions and Financial Aid Graduate Forum to facilitate the flow of appropriate information across campus. Establishes and maintains appropriate network of professional contacts. Represents University and/or unit, as assigned or appropriate.

Participates in Graduate School's short term and long range strategic planning.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Bachelor's Degree

**Minimum Experience:**

7 Years

**Minimum Field of Expertise:**

Managerial experience in a university setting. Extensive knowledge of admissions and financial aid policies/procedure. Extensive experience in evaluating overseas academic credentials.

**Preferred Education:**

Master's Degree

**Preferred Field of Expertise:**

Extensive experience working with international officials and cultures. Experience with complex computer systems and multi-cultural perspectives. Strong oral and written communication skills.

**Skills:** Other:

Analysis

Assessment/evaluation
Budget control
Budget development
Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Counseling
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial Skills
Marketing
Mediation
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public relations
Public speaking/presentations
Research
Scheduling
Staff development
Statistical analysis
Teaching/Training

Supervises: Level:
Manages through subordinate supervisors

Comments:
Knowledge of domestic and international education, current world politics, and world cultures as they affect domestic and international applicant pool.

SIGNATURES:
Employee: ________________________________ Date: ________________________________
Supervisor: ______________________________ Date: ________________________________

The above 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.

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