UNIVERSITY OF SOUTHERN CALIFORNIA  
Admissions Program Manager II  
Job Code: 137319

Grade: L  
OT Eligible: No  
Comp Approval: 9/9/1993

JOB SUMMARY: 
Directs activities and manages staff responsible for university-wide undergraduate recruitment and enrollment.

JOB ACCOUNTABILITIES: 

*E/M/NA  % TIME

Directs activities and manages staff responsible for university-wide undergraduate recruitment and enrollment. Directly or indirectly manages all staff assigned to department, usually through subordinate managers and supervisors. Determines overall staffing needs based on departmental goals and objectives. Reviews proposed salary administration actions including increases, promotions and reclassifications. Approves plans for staff training and professional development activities.

Develops and manages university-wide undergraduate recruitment plans including detailed processes and timetables. Establishes goals, allocates resources, and provides on-going assessment of progress toward goals. Makes adjustments to plans as needed to meet enrollment targets. Reviews and evaluates existing programs for effectiveness and efficiency and makes modifications as appropriate.

Develops recruitment strategies and plans for assigned territory. Manages the efforts of volunteers, students and/or student groups and other admissions staff to implement plans. Assesses effectiveness of efforts and modifies as needed.

Resolves problems referred by managers and provides policy and regulatory interpretations as needed. Responds to requests from senior administrators and other university officials for assistance and expertise.

Develops and administers program budgets in conjunction with subordinate managers. Monitors program performance to plan and looks for variances or trends. Approves major expenditures and budget adjustments as authorized.

Corresponds and communicates with campus constituencies, volunteers, prospective students and parents, and external school and college personnel regarding undergraduate admissions. Serves as official source of information for undergraduate admissions issues.

Develops public relations messages to be utilized by faculty, staff and volunteers in recruiting plans and activities. Monitors communications materials and training programs to ensure consistency of information.

Ensures that planning efforts are integrated with those of other university offices. Negotiates priorities and resolves conflicts in student programming services and activities.

Maintains professional currency through active participation and leadership in associations and committees both internal and external to the university.
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:**

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<th>Essential</th>
<th>No</th>
<th>Yes</th>
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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:**

5 Years

**Minimum Field of Expertise:**

Managerial experience in university recruitment and admissions

**Preferred Education:**

Master's Degree

**Preferred Experience:**

7 Years

**Skills:** Other:

- Analysis
- Assessment/evaluation
- Budget control
- Budget development
- Communication -- written and oral skills
- Conceptualization and design
- Conflict resolution
- Counseling
- Creative writing and editing
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Managerial Skills
Marketing
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 multiple layers of subordinate supervisors

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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