UNIVERSITY OF SOUTHERN CALIFORNIA

Director, Admissions

Job Code: 137323

Grade: N

OT Eligible: No

Comp Approval: 9/9/1993

JOB SUMMARY:
Determines policy, plans operations, and manages the personnel associated with the Admissions Office of the University.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Activity Description</th>
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<tbody>
<tr>
<td>______</td>
<td>______</td>
<td>Schedules recruitment activities for assigned territory or targeted student population. Arranges high school and transfer center visits, college fairs and other recruitment events. Works with faculty, staff, alumni, students, and high school and community college teachers and counselors to coordinate recruitment efforts.</td>
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<tr>
<td>______</td>
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<td>Directly or indirectly supervises all staff assigned to unit, usually through subordinate managers and supervisors. Determines staffing needs based on goals and objectives of unit. Determines and/or recommends unit salary administration including raises, promotions and reclassifications. Approves/disapproves all work guidance actions within unit.</td>
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<td>______</td>
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<td>Oversees recruitment, hiring, orientation, training and supervision of unit’s staff. Oversees performance evaluation process, ensuring consistent use of all applicable policies and procedures. Counsels, disciplines and/or terminates employees, as required.</td>
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<td>______</td>
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<td>Provides financial analyses, projections and reports, as required, to support development, implementation and administration of university budget(s).</td>
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<td>______</td>
<td>______</td>
<td>Plans and administers student recruitment, admissions and school relations. Counsels students, parents and other counselors regarding admission policies and procedures. Reviews and evaluates applications and makes admission decisions as authorized. Applies transfer credit guidelines to determine course acceptability. Coordinates faculty, staff, alumni and student efforts to enhance recruitment and conversion. Develops promotional materials.</td>
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<tr>
<td>______</td>
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<td>Counsels students regarding financial aid programs and policies. Processes financial aid documents to include verification and certification of loans. Identifies students who are eligible for school scholarships and recommends or awards as authorized. Recommends appointments for teaching and research assistants, matching abilities and background to assignments.</td>
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<td>______</td>
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<td>Maintains academic unit student records and coordinates registration activities, grading, degree progress, enrollment and degree verification, and transcripts with the USC Office of Academic Records and Registrar. Assists with Petition applications, resumes and letters of recommendation. Interfaces with faculty, administrators and students regarding grading policies, academic progress and student promotability.</td>
</tr>
</tbody>
</table>
Counsels students regarding academic and curriculum requirements and assists with course selection as appropriate. Monitors academic progress of students. Provides graduation clearance. Evaluates registrants for course eligibility and approves or denies.

Coordinates with the Office of Records and Registration and academic units to develop a comprehensive transfer student recruitment program.

Plans and coordinates student events including commencement, orientation, receptions, and award ceremonies. Contracts with vendors for services and attends and oversees events to ensure arrangements are handled as planned.

Directs the development and maintenance of information systems and procedures to ensure accurate data and efficient and timely access to information. Assesses adequacy of existing systems and directs changes as needed.

Directs the development and management of the department operating budget. Monitors financial performance for variances or trends and adjusts internal financial procedures as needed. Develops projections for short- and long-term 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:**

Essential:  

☐ No

☒ Yes  

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:**

Minimum 7 years in admissions with management experience as Director or Associate Director. Experience in computer systems, budget management, personnel and public speaking.

**Preferred Education:**

Master's Degree

**Preferred Field of Expertise:**
Prefer an advanced degree in a related field such as management, administration or post-secondary education.

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.
- Knowledge of applicable laws/policies/principles/etc.

Managerial Skills
- Mediation
- Negotiation
- Networking
- Organization
- Planning
- Problem identification and resolution
- Project management
- Public relations
- Public speaking/presentations
- Research
- Scheduling
- Staff development
- Statistical analysis

Skills: Machine:
- Computer Network (University)
- Personal Computer

Supervises: Level:
- Manages through multiple layers of subordinate supervisors

Supervises: Nature of Work:
- Administrative
- Clerical/Secretarial
- Managerial

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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