



Administrator Position Description

Human Resource Office Use Only			
Approved Job Family		Effective Date	
Overtime Eligible YES NO		FLSA Test Date	
Employee		Supervisor Carl Thomas	
Department Admissions	Working Title Admissions Assistant Director, Recruitment	HRIS Position Number H99456	Supervisor Title Director of Admissions
Complete contract dates only if other than a 12 month position			
Annual Contract Begin Date July 1		Annual Contract End Date June 30	

A. POSITION SUMMARY

Briefly describe the role of the position within the department and college.

The Assistant Director of Admissions is an experienced leader in university recruiting and all facets of the undergraduate admissions process. This position works with the Director to identify target geographic markets and effective recruiting strategies for both transfer and freshman applicants. S/He coordinates and participates in the recruitment travel schedule to ensure the recruitment plan is effectively implemented through outreach and on campus recruitment. The ideal candidate possesses strong interpersonal skills, is highly organized and can competently leverage technology in the performance of the position.

B. REQUIRED DEGREES, LICENSES, CERTIFICATES, CREDENTIALS

1. Minimum education level required and the number of years of relevant experience required for the duties of this position.

Bachelor's degree and three years higher education or relevant experience.

2. List any licenses, certificates, degrees or credentials required by Federal or State Law or college requirements to perform the duties assigned to this position.

Valid driver's license and good driving record.

C. SUPERVISORY RESPONSIBILITY

Positions Supervised	Direct Supervision		Indirect Supervision	
	Number of Employees	FTE	Number of Employees	FTE
1. Faculty				
2. Classified Staff				
3. Unclassified Staff	4	4		
4. Students / Others	3	3		

Coordinating Responsibility

D. ORGANIZATIONAL RELATIONSHIPS

1. Degree of Direction Received: (e.g., close supervision, moderately high level of supervision, moderate supervision, minimal supervision)

The Assistant Director operates with minimal supervision.

2. Decision-making Authority: Extent of authority for making decisions, recommendations, and commitments that would obligate

a)own time and resources

The Assistant Director has authority with minimal supervision for allocating his/her own time and resources to meet departmental and personal work priorities which are established by the Director of Admissions.

b)departmental resources

The Assistant Director has authority to prioritize staff time and budgetary resources in planning recruiting strategies in accordance with the university's enrollment goals as established by the Director. S/He also assists in hiring new employees for the admissions office and recommends changes in work duties/procedures as it pertains to recruiting and application evaluation.

c)institutional resources

The Assistant Director has authority to commit, change and recommend scholarship awards and make admission decisions.

What kinds of decisions will the incumbent be expected to make?

The Assistant Director is expected to make certain decisions on behalf of the Director of Admissions in his/her absence. He/she represents Oregon Tech in a variety of settings off campus without any supervision and must represent Oregon Tech with personal integrity and professionalism at all times. S/He must communicate accurate information about Oregon Tech, financial aid, admissions and majors to the public and give recommendations to and counsel prospective students.

3. Budget Authority: Indicate the level of responsibility of the incumbent for development, direction and control of budget. Indicate size of budget.

	Delegated authority to develop and monitor*	\$
X	Develops, monitors* and controls*	\$20,000
	Limited approval authority for purchase	\$
	Purchase only with higher level OK	\$

*To monitor means to review and approve expenses. Control means to authorize budget transfers at department level.

E. PURPOSE AND NATURE OF WORK RELATIONSHIPS

PERSON(S)/POSITION/ AGENCY (e.g., student, staff, faculty, general public, Chancellor's Office)	PURPOSE (e.g., giving or securing information, explaining policies or operations, solving problems, etc.)	HOW OFTEN

Prospective students and their families	Provides information and academic counseling during the recruiting and admitting process. Interacts with superior oral and written communication skills whether the setting is individualized or in front of larger groups.	Daily
High school and community college staff	Develops strong professional relationships with high school teachers and advisors, particularly in Oregon and Klamath County. Connects with community college counseling offices to establish support for transfer students and dually enrolled students.	Weekly
OUS travel coordinators and transcript evaluators	Communicates with OUS travel coordinators to represent Oregon Tech in the spring OUS tour of high schools and winter transfer events at Oregon community colleges. Coordinates with OUS staff who review and approve high school curriculum changes and state-wide course transfer discussions.	Monthly
OIT faculty, staff and student ambassadors	Provides admissions information for faculty, coaches, staff and student ambassadors. Trains and develops staff who recruit on behalf of Oregon Tech, and interacts with student ambassadors as they conduct campus tours, support events, and perform office assistance.	Daily
Student Affairs Directors and their staff	Works collaboratively with the staff of other Student Affairs Division offices to provide recruits and applicants information on financial aid, student health, housing, disability services, tutoring and testing information, and orientation. Coordinates with the international SEVIS liaison in support of international applicants.	Daily
Admissions Department	Serves as primary point of contact and makes operational and staffing decisions in the absence of the Director. Provides direction, shares information and keeps Admissions staff up to date on changes in transcript evaluation, admissions policies, and recruiting issues. Serves on the Admissions Management Team.	Daily

F. JOB FUNCTIONS

REFERENCE ID	JOB FUNCTIONS	FREQUENCY	ANNUAL PERCENT OF TIME
1	Travel Travel on behalf of Oregon Tech for recruitment and other college-related events. Speak publicly to individuals and groups on and off campus. Meet with OUS travel coordinators and attend ICAR meetings periodically. Attend regional and national conferences as requested.	Varies seasonally	25

<p>2</p>	<p>Recruiting Coordination</p> <p>Serve as Oregon Tech's representative on the OUS/ICAR travel coordinator's listserve and schedule Oregon Tech staff to support the annual OUS high school tour and Oregon Transfer Days at community colleges. Seek feedback and share information with OUS travel coordinators on recruiting events statewide.</p> <p>Responsible for planning and implementing a comprehensive recruiting plan in accordance with the strategic enrollment goals of Oregon Tech. Communicate by phone, email and in person with coordinators of college advising venues. Assure that Oregon Tech meets its OUS obligations for recruiting and that each required event is appropriately staffed. Work with Admissions Director to determine which optional recruiting activities are a priority for the budget and enrollment planning objectives. Manage staff and financial resources for optimum effectiveness, including travel costs, registration fees, necessary materials, and advance mailings. Assure that Admissions Counselors are trained for travel and recruiting including familiarity with their recruiting areas, primary contacts, the expectations of Oregon Tech Admissions and national standards and practices for Admissions professionals. Develop and maintain close working relationships with key secondary school constituents.</p> <p>Work with the Admissions Director and other campus contributors to assure that recruiting resources are focused on targeted geographic markets and that effective recruiting methods are employed.</p>	<p>Daily</p>	<p>30</p>
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3	<p>Supervision & Leadership</p> <p>Supervise and manage the application review process, providing support for Admissions Counselors in their review of applications and seek advice from the Admissions Director as needed. Coordinate international applications with the Designated School Official for SEVIS, and coordinate exchange student admissions with multiple campuses internationally.</p> <p>Counsel graduate applicants on graduate admission requirements. Counsel international applicants on international admission requirements.</p> <p>Supervise four Admissions Counselors. Orient and provide ongoing training and support for Admissions Counselors focused on the admissions policies and procedures of Oregon Tech, OUS undergraduate admissions policies and national standards and practices for college recruiters and admissions professionals. Provide support for their work as recruiters, counselors and reviewers of applications. Identify regional and national professional development opportunities for Admissions Counselors, including national conferences for new counselors. Complete the annual performance evaluation in a timely and constructive manner. Serve on search committees as requested.</p> <p>Assure that campus visit responsibilities are fairly distributed among the Admissions Counselors and provide backup support in meeting with prospective students during daily visits. Assign projects and tasks to Admissions Counselors based on the time of year and work flow, which can include data entry of transcripts, development of student ambassador training materials, and general assistance in maximizing processing of applications. Assure that Admissions Counselors are scheduled for campus visits and other campus events that are appropriate to Admissions.</p> <p>Occasionally direct the work of student ambassadors as needed to support events, operations and recruiting activities.</p> <p>Communicate Oregon Tech's expectations and values for recruiting with faculty, staff from other departments and alumni who represent Oregon Tech in college fairs, career fairs, and other awareness raising events. Assure that all recruiters are prepared with appropriate materials, information and travel authorizations.</p>	Daily	20
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4	<p>Admissions Operations</p> <p>Evaluate applications and execute admission decisions.</p> <p>Chairs the Admissions Committee for special admissions requests</p> <p>Participate in on campus events and interviews and counsel prospective students and families.</p> <p>Assist in the development and maintenance of the admissions office's recruitment and marketing plan with the purpose of promoting the visibility and general recruitment efforts. Assist in the development of communication plans to prospective and admitted students.</p> <p>Monitor statistical reports to enhance recruitment strategies.</p> <p>Assure that recruiting materials, publications, table clothing, merchandise, and other materials and supplies are stocked prior to each fall term recruiting season. Assist in development of student communication plans.</p>	Occasionally	10
5	Hire, train, assign work, and conduct annual performance reviews for 4 unclassified direct reports/positions	As Needed	10
6	Other duties as assigned.	Occasionally	5

G. SKILLS KNOWLEDGE AND ABILITIES

Describe the skills, knowledge, and abilities which are essential for successful performance of this position. List them in descending order of importance.

Next, indicate the function(s) for which each skill, knowledge and ability is required.

JOB FUNCTION REFERENCE	SKILLS, KNOWLEDGE AND ABILITIES
1,2,3,4,5	Expertise in university undergraduate admissions outreach, advising, application file review, articulation issues, and the ability to lead Admissions Counselors and student ambassadors in support of enrollment goals. Competence in leveraging technology in the performance of work responsibilities.
1,4,5	Able to work irregular hours and travel extensively throughout the year including weekends and after hours in adverse weather conditions. Able to drive and willing to fly to destinations.
1,2,3,4,5	Working knowledge of community college transfer issues and transfer evaluations. Experience with counseling prospective students from high school and community college. Familiarity and knowledge of Admissions processes and procedures including scholarships, reciprocity agreements, and Western Undergraduate Exchange program. Also must know college selection, financial aid, housing, and registration.
1,2,3,4,5	Excellent communication and interpersonal skills, both written and oral. Strong public speaking skills and the ability to engage large and small groups in a variety of settings. Excellent one-on-one communication skills in-person and on the phone.
2,5	Supervisory experience, and the ability to hire, train and develop Admissions Counselors.
1,2,3,4,5	The successful candidate will have the ability to work effectively with faculty, staff, families and students from a variety of diverse backgrounds.

1,2,3,4,5	Knowledge of how the university and Oregon University System function, as well as campus, OUS, state and federal government policies.
1,2,3,4,5	Able to work in a team environment, be self-motivated, possess strong organizational skills, and work on multiple tasks concurrently. Able to plan group events.
1,2,3,4,5	Demonstrated excellence in developing, planning and implementing recruitment programs.

H. PHYSICAL CHARACTERISTICS/WORK ENVIRONMENT

Only when applicable, please describe the physical characteristics or adverse/hazardous conditions of the essential job functions to be performed.

JOB FUNCTION REFERENCE	PHYSICAL CHARACTERISTICS
10	Must be able to lift 30 lbs.

I. ADDITIONAL JOB-RELATED INFORMATION

Please include information on creativity or innovation required for successful completion of job responsibilities and any other comments that would add to an understanding of this position.

In-depth knowledge and experience working with Banner SIS and EMAS databases for the recruitment and enrollment of new students.