### FACULTY AND STUDENT SERVICES JOB FUNCTION

#### Admissions Family

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| 58E   | Admissions Management II | Bachelor’s degree  
7+ years of progressive admissions management experience  
Advanced knowledge of admissions | *The Duties and Responsibilities at this level are similar to those at the prior level. This level varies based on the other measures listed.* | **IMPACT**  
Significant impact on operations, resources, or University’s reputation  
**SCOPE**  
Typically manages the admissions function for a school with 700 - 1000 students or has program responsibility for a school with approximately 1500 students or a program at a high level of complexity | **RECEIVED**  
Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.  
**GIVEN**  
Manages:  
Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.. |

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**NOTE:**

1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
3) * = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion