### FACULTY AND STUDENT SERVICES JOB FUNCTION

#### Admissions Family

<table>
<thead>
<tr>
<th>Level</th>
<th>Function/ Roles</th>
<th>Experience/ Education (Minimum Required)</th>
<th>Typical Duties and Responsibilities (Cumulative from level to level in each job family)</th>
<th>Impact/Scope</th>
<th>Supervision</th>
</tr>
</thead>
</table>
| 59E   | Admissions Management III        | Bachelor’s degree  
8+ 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  
Substantial impact on operations, resources, or University’s reputation  
SCOPE  
Typically manages the admissions function for a school with over 1000 students or has program responsibility for a school with more than 2000 students or a program at the highest 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. |

**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) $E$ = exempt, $N$ = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion.