## FACULTY AND STUDENT SERVICES JOB FUNCTION

### Admissions Family

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| 57E   | Admissions Management I | Bachelor’s degree 5+ years of admissions management experience Advanced knowledge of admissions | • Responsible for planning the admissions strategy  
• Develops departmental policies and procedures  
• Assists with strategic planning for the school  
• Analyzes admissions statistics  
• Creates strategies to make the admissions office more efficient  
• Creates and manages departmental budget; allocates funds across areas  
• Represents Harvard to international, national, local and University high level events | IMPACT  
Moderate impact on operations, resources, or University’s reputation  
SCOPE  
Typically manages the admissions function for a school with 200 - 600 students or has program responsibility for a school with over 1000 students or a program at a medium level of complexity | RECEIVED  
Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually 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.