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<th>Level</th>
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| 56 E  | Admissions Officer II | Bachelor’s degree 3+ years of applicable experience Graduate admissions experience preferred Supervisory experience | • Develops and implements programs in support of admissions function, goals and initiatives  
• Manages functional area within Admissions office (e.g. technology, staff – fully accountable for meeting goals)  
• Targets certain populations and recruits key players to assist in recruitment process  
• Prepares complex reports and statistical analysis and makes recommendations to management  
• Represents Harvard as the spokesperson at high level admissions events and/or functions  
• Prepares annual department budget | IMPACT  
Some impact on operations, resources, or University’s reputation  
SCOPE  
Provides comprehensive admissions work for a school | 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  
Individual Contributor:  
Works independently or as part of a team to achieve results.  
AND/OR  
Supervises:  
Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. |