## 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>
| 55N   | Admissions Supervisor I | Bachelor’s degree 2+ years of applicable experience | • Provides day-to-day administration for admissions office  
• Provides general information and advises students on policies of the department and application process  
• Establishes data records and maintains applicant database  
• Coordinates and participates in recruitment activities including logistics  
• Travels to schools or career fairs to assist with recruiting, as assigned  
• Writes profiles on individual interviewees  
• First review of applications for admission to check for completeness  
• Participates in alumni networking  

Must have bona fide supervisory duties excluding this position from the HUCTW bargaining unit; otherwise, this position is an HUCTW – Coordinator, grade 55 | IMPACT  
Some impact on operations, resources, or University’s reputation  
SCOPE  
Provides administrative admissions support to 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  
Supervises:  
Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. |

### 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