### Job Family Matrix

**Job Function:** Faculty and Student Services  
**Job Family:** Admissions - Professional

**Job Family Summary:** Perform or manage a variety of duties related to the admission of students to the University such as recruitment, advising and reporting, in accordance with university and departmental policies and to foster a diverse, inclusive and innovative community.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Job Code</th>
<th>Grade Level</th>
<th>Exemption</th>
<th>Effective/Revision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSS Admissions Officer I</td>
<td>S0055P</td>
<td>55</td>
<td>Exempt</td>
<td>December 2018</td>
</tr>
<tr>
<td>FSS Admissions Officer II</td>
<td>S0056P</td>
<td>56</td>
<td>Exempt</td>
<td>December 2018</td>
</tr>
<tr>
<td>FSS Admissions Officer III</td>
<td>S0057P</td>
<td>57</td>
<td>Exempt</td>
<td>December 2018</td>
</tr>
</tbody>
</table>

**Job Summary**

- Independently administer and implement university and/or department admissions policies and procedures.
- Independently perform a variety of admissions activities including recruiting, evaluating and participating in the selection of candidates for admission in accordance with university and departmental policies.
- Independently perform admissions activities including participating in the selection of candidates, creating admissions reports and analyzing data in accordance with university and departmental policies.

### Core Duties

#### FSS Admissions Officer I

- Recruit, evaluate, and make recommendations on the selection of candidates for admissions
- Perform pre and post admissions outreach; counsel admitted, denied and wait-listed candidates
- Coordinate onsite logistics for admissions events
- May assist in the administration of a specific project and/or program
- Develop relationships with secondary or university personnel, professional organizations, students, parents, alumni and secondary school staff
- Ensure compliance with university admissions policies and procedures and applicable legal rules and regulations with respect to students’ rights to privacy

#### FSS Admissions Officer II

- Recruit, evaluate, and make recommendations on the selection of candidates for admission
- Counsel and advise prospective students regarding application process, degree programs and other inquiries; lead information and recruitment sessions
- Plan and manage and execute, domestic and international recruitment trips to identify and target prospective applicants; develop marketing strategies to attract applicants
- Prepare and analyze reports to improve outreach and recruitment efforts
- Develop relationships with university personnel, professional organizations, students, parents, alumni and secondary school staff
- Represent university as the spokesperson at high level admissions events and/or functions
- Ensure compliance with university admissions policies and procedures and applicable legal rules and regulations with respect to students’ rights to privacy

#### FSS Admissions Officer III

- Recruit, evaluate, and make recommendations on the selection of candidates for admission
- Counsel and advise prospective students regarding application process, degree programs and other inquiries; lead information and recruitment sessions
- Plan and manage and execute, domestic and international applicants; develop marketing strategies to attract applicants
- Develop presentations designed to promote the institution and attract potential students
- Assist in planning and implementing recruitment strategy to attract applicants
- Develop and analyze admissions reports and statistics; provide reports to management to assist with setting the strategic direction of the admissions function
- Develop relationships with university personnel, professional organizations, students, parents, alumni and secondary school staff
- Represent university as the spokesperson at high level admissions events and/or functions
- Ensure compliance with university admissions policies and procedures and applicable legal rules and regulations with respect to students’ rights to privacy
## Basic Qualifications

- Bachelor’s degree or equivalent work experience required
- Minimum of 1 year relevant work experience
- Bachelor’s degree or equivalent work experience required
- Minimum of 3 years’ relevant work experience
- Bachelor’s degree or equivalent work experience required
- Minimum of 5 years’ relevant work experience

## Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, intermediate Excel skills
- Working knowledge of basic admissions principles
- Communication skills (both written and verbal), including specifically: the ability to make presentations to large groups of students, parents and alumni
- Knowledge of Microsoft Office Suite, intermediate Excel skills
- Working knowledge of basic admissions principles
- Communication skills (both written and verbal), including specifically: the ability to make presentations to large groups of students, parents and alumni
- Knowledge of Microsoft Office Suite, advanced Excel skills
- Advanced knowledge of admissions principles
- Communication skills (both written and verbal), including specifically: the ability to make presentations to large groups of students, parents and alumni

## Certificates and Licenses

- Certificates and Licenses
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- Certificates and Licenses

## Physical Requirements

- Sitting using near vision use for reading and computer use for extended periods of time
- Lifting (approximately 20 to 30 pounds), bending, and other physical exertion
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- Lifting (approximately 20 to 30 pounds), bending, and other physical exertion
- Sitting using near vision use for reading and computer use for extended periods of time
- Lifting (approximately 20 to 30 pounds), bending, and other physical exertion

## Working Conditions

- Work is performed in an office setting
- Travel may be required
- May be required to work nights and weekends
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<tbody>
<tr>
<td><strong>Job Code:</strong> S0058P</td>
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</tr>
<tr>
<td><strong>Grade Level:</strong> 58</td>
<td><strong>Grade Level:</strong> 59</td>
</tr>
<tr>
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<td><strong>Effective/Revision Date:</strong> December 2018</td>
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**Job Summary**

**FSS Admissions Officer IV**

Facilitate admissions activities, serve as a subject matter expert, and provide analysis and reporting for the department in accordance with university and departmental policies.

**FSS Admissions Officer V**

Lead admissions activities such as applicant evaluation and counseling, reporting and analysis and event planning in accordance with university and departmental policies.

**Core Duties**

**FSS Admissions Officer IV**

- Recruit, evaluate, and make recommendations on the selection of candidates for admission
- Function as subject matter expert or project lead
- Counsel and advise prospective students regarding application process, degree programs and other inquiries; develop and lead information and recruitment sessions
- Collaborate with management to develop strategic goals for admissions
- Develop specialized admissions reports to track yields, trends, etc.; analyze data and make recommendations for use in strategic planning
- May provide coaching and staff training
- Develop relationships with university personnel, professional organizations, students, parents, alumni and secondary school staff
- Represent university at international, national and local events
- Assist senior management in formulating admissions policies and procedures; make recommendations to improve overall administration
- Ensure compliance with university admissions policies and procedures and applicable legal rules and regulations with respect to students’ rights to privacy

**FSS Admissions Officer V**

- Recruit, evaluate, and make recommendations on the selection of candidates for admission
- Function as subject matter expert or project lead
- Counsel and advise prospective students regarding application process, degree programs and other inquiries; develop and lead information and recruitment sessions
- Advise management on strategic goals for admissions
- Ensure accurate and timely admissions reporting and analysis for use in strategic planning; develop specialized and ad hoc reports to track trends, yields and metrics
- May provide coaching and staff training
- Develop and oversee market research; develop target audiences and advise on admissions profile
- Lead the development of programs and efforts to cultivate and maintain relationships with or university personnel, professional organizations, students, parents, alumni and secondary school staff
- Represent University at international, national and local events
- Identify areas for efficiency or improvement within existing policies and procedures; recommend improvements
- Ensure compliance with university admissions policies and procedures and applicable legal rules and regulations with respect to students’ rights to privacy
## Basic Qualifications
- Bachelor’s degree or equivalent work experience required
- Minimum of 7 years’ relevant work experience
- Bachelor’s degree or equivalent work experience required
- Minimum of 8 years’ relevant work experience

## Additional Qualifications and Skills
- Master’s degree in relevant field preferred
- Knowledge of Microsoft Office Suite, advanced Excel skills
- Advanced knowledge of admissions principles
- Communication skills (both written and verbal), including specifically: the ability to make presentations to large groups of students, parents and alumni
- Master’s degree in relevant field preferred
- Knowledge of Microsoft Office Suite, advanced Excel skills
- Advanced knowledge of admissions principles
- Communication skills (both written and verbal), including specifically: the ability to make presentations to large groups of students, parents and alumni

## Certificates and Licenses

## Physical Requirements
- Sitting, near vision use for reading and computer use for extended periods of time
- Lifting (approximately 20 to 30 pounds), bending, and other physical exertion
- Sitting, near vision use for reading and computer use for extended periods of time
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## Working Conditions
- Work is performed in an office setting
- Travel may be required
- May be required to work nights and weekends
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## Job Family Matrix

**Job Function:** Faculty and Student Services  
**Job Family:** Admissions - Management

**Job Family Summary:** Perform or manage a variety of duties related to the admission of students to the University such as recruitment, advising and reporting, in accordance with university and departmental policies and to foster a diverse, inclusive and innovative community.

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<th>Job Title: FSS Admissions Mgt III</th>
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<tr>
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**Job Summary**

- **Job Title: FSS Admissions Mgt I**  
  Supervise admissions activities such as recruitment, reporting and events.

- **Job Title: FSS Admissions Mgt II**  
  Supervise the day-to-day admissions activities such as recruitment, analysis, and reporting.

- **Job Title: FSS Admissions Mgt III**  
  Manage admissions activities to attract and evaluate a diverse applicant pool and provide specialized analysis and reporting.

**Core Duties**

- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Manage admissions operations such as recruitment event planning and communications to prospective students, parents and alumni, and applicant tracking and advising
- Lead recruitment efforts and make recommendations on the selection of candidates for admission
- Prepare and analyze reports to improve outreach and recruitment efforts
- May assist with the preparation and administration of departmental budget
- Represent university at admissions events and/or functions
- Assist in developing departmental policies and procedures, recommend improvements
- Ensure compliance with university admissions policies and procedures and applicable legal rules and regulations with respect to students' rights to privacy

- Ensure compliance with university admissions policies and procedures and applicable legal rules and regulations with respect to students' rights to privacy

- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Oversee admissions operations including applicant recruitment and evaluation, applicant advising and counseling, and event planning and marketing
- Contribute to recruiting strategy development to attract a diverse pool of applicants
- Develop and analyze reports and metrics to monitor admissions and recruitment trends; recommend strategies to improve yields
- May prepare and administer departmental budget
- Evaluate admissions processes, procedures and systems, recommend improvements
- Represent university as the spokesperson at high level admissions events and/or functions
- Serve as the principal source of information on admissions policies and procedures and provide guidance to faculty, students and staff
- Assist in developing departmental policies and procedures, recommend improvements
- Ensure compliance with university admissions policies and procedures and applicable legal rules and regulations with respect to students' rights to privacy

- Ensure compliance with university admissions policies and procedures and applicable legal rules and regulations with respect to students' rights to privacy
# Job Family Matrix

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<td>• Working knowledge of basic admissions principles</td>
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<tr>
<td>• Supervisory experience</td>
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# Job Family Matrix

## Job Function: Faculty and Student Services

## Job Family: Admissions - Management

### Job Family Summary:
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### Core Duties

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<tbody>
<tr>
<td>Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment.</td>
</tr>
<tr>
<td>Develop, implement and provide interpretation of admissions policies and procedures.</td>
</tr>
<tr>
<td>Ensure compliance with university admissions policies and procedures and applicable legal rules and regulations with respect to students' rights to privacy.</td>
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### Job Summary

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<tr>
<th>Lead admissions operations and planning that may include applicant recruitment and evaluation, event planning, data analysis and policy and workflow development.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oversee all aspects of the recruitment, evaluation and selection of students seeking admission. Responsible for the overall direction of admissions operations including recruitment, marketing, and analysis.</td>
</tr>
<tr>
<td>Provide strategic direction, leadership and guidance. Oversee all facets of admissions including applicant recruitment and evaluation, advising, marketing and data analysis.</td>
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</table>

### Core Duties

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<td>In partnership with senior leadership, develop and implement effective, long range enrollment plans; develop target audiences, participate in admission decisions, and collaborate on the admissions profile.</td>
</tr>
<tr>
<td>Design and create complex reports to support admissions goals; analyze admissions metrics to support strategic planning.</td>
</tr>
<tr>
<td>May prepare and manage departmental budget.</td>
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<td>Represent university at international, national and local events.</td>
</tr>
<tr>
<td>Collaborate with senior management in formulating admissions policies and procedures; make recommendations to improve overall administration.</td>
</tr>
<tr>
<td>Represent university at international, national and local events.</td>
</tr>
<tr>
<td>Serve as key resource for admissions policies and procedures.</td>
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<td>Design and execute communications strategies to support key admissions goals.</td>
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<td>May develop, manage and oversee departmental budget.</td>
</tr>
<tr>
<td>Represent the school/unit at the university level and to external constituencies.</td>
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### Basic Qualifications
- Bachelor’s degree or equivalent work experience required
- Minimum of 7 years’ relevant work experience

- Bachelor's degree or equivalent work experience required
- Minimum of 8 years’ relevant work experience
- Supervisory experience

- Bachelor's degree or equivalent work experience required
- Minimum of 10 years’ relevant work experience
- Supervisory experience

### Additional Qualifications and Skills
- Supervisory experience
- Master’s degree in relevant field preferred
- Knowledge of Microsoft Office Suite, advanced Excel skills
- Advanced knowledge of admissions principles
- Communication skills (both written and verbal)

- Master’s degree in relevant field preferred
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- Master’s degree in relevant field preferred
- Knowledge of Microsoft Office Suite, advanced Excel skills
- Advanced knowledge of admissions principles
- Communication skills (both written and verbal)

### Certificates and Licenses
- None
- None
- None

### Physical Requirements
- Sitting using near vision use for reading and computer use for extended periods of time
- Lifting (approximately 20 to 30 pounds), bending, and other physical exertion

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