

**SAM HOUSTON STATE UNIVERSITY
STAFF CLASSIFICATION DESCRIPTION**

TITLE: Director of Admissions and Recruitment

EEO CATEGORY: Administrative

JOB NUMBER: 0-2352

STATUS & GRADE: E-NC

DATE: 04/1999

DEPARTMENT: Office of Undergraduate
Admissions and Recruitment

EDUCATIONAL & EXPERIENCE REQUIREMENT: Master's Degree and a minimum of five (5) years of professional experience in college/university admissions area. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: Serves as administrative officer primarily responsible for coordinating the admission of all undergraduate students, Student Recruitment, testing of students, and assisting with scholarship administration.

SUPERVISION GIVEN & RECEIVED: Reports to the Vice President for Academic Affairs and Student Services. Supervises the Assistant Director of Admissions and Recruitment, Recruitment/Admissions Counselors, Student Orientation Office, Office Supervisor, Transcript Evaluator, Computer Terminal Operator, Admissions Clerks, International Student Clerk, and student workers.

PRIMARY RESPONSIBILITIES: Responsible to give direction to the development of materials, i.e., brochures, publications, etc., which are required to support the recruitment plans/activities of the University; work with appropriate offices in developing admissions management information system which can serve as a data base for decisions relating both to recruitment and admissions; to serve on committees as requested by the President or the Vice President for Academic Affairs and Student Services; supervise admission of all under-graduate students, University testing services relating to ACT, SAT, GRE, GMAT, CLEP, and TASP tests; maintain open channels of communications with secondary school and community college counselors and admissions personnel in the interest of facilitating the matriculation of students from such campuses; monitor, as directed by the Vice President for Academic Affairs and Student Services, all activities and budgets associated with the offices of recruitment and orientation as well as progress of those offices in attaining established goals; represent to the central administration the interests, concerns and priorities associated with functions of admissions, student recruitment, orientation and relations with secondary schools and the junior/community colleges; serve as a member of the Academic Policy Council; and, supervise admission of all foreign students. The Director of Admissions and Recruitment is administratively responsible for the planning, organization, implementation and evaluation of all activities and services relating to the functions of the admissions, recruitment, and orientation offices, including relationships with the secondary schools and junior/community colleges which are essential to ensure success of the recruitment program. Performs other related duties as assigned by the Vice President of Academic Affairs and Student Services or the President.

OTHER SPECIFICATIONS: Other university departments, staff, faculty and students. Outside agencies (such as high schools, junior colleges, and national admissions testing agencies).

THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.