

**SAM HOUSTON STATE UNIVERSITY
STAFF CLASSIFICATION DESCRIPTION**

TITLE: Assistant Director of Undergraduate
Admissions

EEO CATEGORY: Professional
JOB NUMBER: 0-2350
STATUS & GRADE: E-15
DATE: 08/1997

DEPARTMENT: Office of Undergraduate Admissions

EDUCATIONAL & EXPERIENCE REQUIREMENT: Requires a Bachelor's Degree in related field. Master's preferred. Requires three (3) years experience in public school and/or junior college and senior college administration and counseling. Close contact with students, university policies and procedures, and student recruiting activities. Or a combination of education, experience and training that would produce the required knowledge and abilities.

NATURE AND PURPOSE OF POSITION: Serves as the primary liaison between the Undergraduate Admissions and Recruitment at Sam Houston State University to high schools regarding student recruitment and policies and procedures. Has functional responsibilities concerning the recruitment and admission of prospective students. Is responsible for translating the goals and values of the University to all categories of prospective students. Participates in those activities involving the projection of the University's image to the public, assisting the student's transition into the University, keeping the University aware of changing characteristics of students, and securing for the University the students who can best profit from the educational opportunities offered by the University.

SUPERVISION GIVEN & RECEIVED: Supervision given to student workers and supervision received from the Director and the Associate Director of Undergraduate Admissions.

PRIMARY RESPONSIBILITIES: Responsible for participating in the total academic student recruiting program; assisting with selected student recruiting visitation activities; and, coordinating the recruitment program for high school students. Plans, develops, and coordinates high school counselor conference. Visits high schools, junior/community colleges, organizations, etc. as part of the total student recruiting effort. Assists academic departments in recruiting of students by forwarding names of prospective students interested in their area. Assists in identifying and contacting academically superior students. Provides telephone calls and follow-ups to prospective students. Assists in developing marketing techniques for the recruiting of students. Makes contact with former students and student organizations to assist in academic recruiting. Performs other duties as assigned.

OTHER SPECIFICATIONS AND CONTACTS: Prospective students, parents, alumni, other state agencies and officials, junior/community college officials and high schools and their officials.

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.