

Job Description



UNIVERSITY OF HARTFORD

Position Title: Assistant Director, Admission

Emp Class: A1

Grade: G

Job Code: A0605

Date Posted: January 2012

Regular full-time exempt position, minimum 40 hours per week

POSITION SUMMARY

Assumes responsibility for the admission/application process for prospective students, reviewing applications, and determining acceptance in compliance with University policies and procedures.

KEY RESPONSIBILITIES	% OF TIME
Reviews and evaluates student applications against University standards of admission. Interviews prospective students and determines admissibility. *	30%
Responds to parent and student inquiries via e-mail, telephone and mail regarding admission requirements, curriculum, housing , the University of Hartford community and general guidance. *	20%
Has responsibility for one of the following: <ul style="list-style-type: none"> • Hires and trains current students for the Red Key Society – the volunteer tour guide organization. Oversees all daily tours, weekend tours, and special event tours. • Hires and trains current students to make phone calls every Monday – Thursday to prospective families. Oversees the Graduate Assistant program and off campus admission events. • Hires and trains a current male and female student to host prospective students in our Overnight Host Program. Oversees all admission events on campus. • Acts as a liaison with the Hartt Admission staff to review all Hartt applicants. Oversees the ranking report and the on-line application for admission. 	25%
Provides supervision to student phone operators.	5%
Represents the University of Hartford at local and regional recruitment events including but not limited to college fairs and high schools in an effort to promote the University and recruit prospective students. *	5%
Maintains and updates scores and scholarship ranking information for accepted students.	5%
Assists in general financial aid procedures.	5%
Assists in planning special admission events.	5%
Performs other related duties as assigned.	
* Indicates an "essential" job function.	

This job description of the job is for identification and administrative purposes only. It is not intended to be a complete statement of all duties, which may be assigned by the supervisor according to varying needs.

Date Revised: February 2008

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WORKING CONDITIONS

Normal office situation. Requires travel, excluding overnight stays.	Requires travel, including overnight stays.
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PHYSICAL EFFORT

Typically sitting at a desk or table.	Intermittently sitting, standing, stooping.
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KEY JOB REQUIREMENTS

<i>Formal Education:</i>	Bachelor's Degree required.
<i>Work Experience:</i>	1 year to < 2 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals or activities of others outside of the assigned department.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Varied: Supervisor is available on an "as needed" basis to establish general objectives and to identify potential resources for assistance. Independent judgement is required to select and apply the most appropriate of available guidelines and procedures to achieve desired results.
<i>Internal Communication:</i>	Requires regular contact within the department and with other departments, supplying or gathering factual information.
<i>External Communication:</i>	Requires regular external contacts to discuss issues of moderate importance and to respond to inquiries. Occasionally requires contacts with the public involving the enforcement of regulations, policies and procedures.
<i>Customer Relations:</i>	Contact with customers is face-to-face or over the telephone for directly selling/representing a variety of products and capabilities.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction of temporary or student workers.
<i>Knowledge & Skills:</i>	Professional Skills. Requires knowledge of theories and practices of a professional field. This level of skill is typically reserved for an individual with a four-year degree. Develops new methods and procedures. Frequently applies knowledge to practical issues and problems.
<i>Special Skills:</i>	* <i>The ability to work effectively with diverse groups.</i>

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