



**USC** University of  
Southern California

## Director, Admissions

### Job Description

#### JOB INFORMATION

<i>Job Code:</i>	137323
<i>Job Title:</i>	Director, Admissions
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through multiple layers of subordinate supervisors.
<i>Job Family:</i>	Admissions
<i>Job Family Group:</i>	Academic Advising and Career Counseling
<i>Management Level:</i>	4 Administrator

#### JOB SUMMARY

Determines policy, plans operations, and manages the personnel associated with the Admissions Office of the University.

#### JOB QUALIFICATIONS:

##### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
	X	Master's degree	Management	Or
	X	Master's degree	Post-Secondary Education	Or
	X	Master's degree	in related field(s)	

##### Additional Education

*Check here if experience may substitute for some of the above education.*

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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##### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		7 years	in admissions with management experience as Director or Associate Director.	

##### Additional Work Experience

*Check here if education may substitute for some of the above work experience.*

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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##### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience in computer systems, budget management, personnel and public speaking.

##### Other Job Factors

<b>JOB ACCOUNTABILITIES</b>				
	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Schedules recruitment activities for assigned territory or targeted student population. Arranges high school and transfer center visits, college fairs and other recruitment events. Works with faculty, staff, alumni, students, and high school and community college teachers and counselors to coordinate recruitment efforts.				
Directly or indirectly supervises all staff assigned to unit, usually through subordinate managers and supervisors. Determines staffing needs based on goals and objectives of unit. Determines and/or recommends unit salary administration including raises, promotions and reclassifications. Approves/disapproves all work guidance actions within unit.				
Oversees recruitment, hiring, orientation, training and supervision of unit's staff. Oversees performance evaluation process, ensuring consistent use of all applicable policies and procedures. Counsels, disciplines and/or terminates employees, as required.				
Provides financial analyses, projections and reports, as required, to support development, implementation and administration of university budget(s).				
Plans and administers student recruitment, admissions and school relations. Counsels students, parents and other counselors regarding admission policies and procedures. Reviews and evaluates applications and makes admission decisions as authorized. Applies transfer credit guidelines to determine course acceptability. Coordinates faculty, staff, alumni and student efforts to enhance recruitment and conversion. Develops promotional materials.				
Counsels students regarding financial aid programs and policies. Processes financial aid documents to include verification and certification of loans. Identifies students who are eligible for school scholarships and recommends or awards as authorized. Recommends appointments for teaching and research assistants, matching abilities and background to assignments.				
Maintains academic unit student records and coordinates registration activities, grading, degree progress, enrollment and degree verification, and transcripts with the USC Office of Academic Records and Registrar. Assists with Petition applications, resumes and letters of recommendation. Interfaces with faculty, administrators and students regarding grading policies, academic progress and student promotability.				
Counsels students regarding academic and curriculum requirements and assists with course selection as appropriate. Monitors academic progress of students. Provides graduation clearance. Evaluates registrants for course eligibility and approves or denies.				
Coordinates with the Office of Records and Registration and academic units to develop a comprehensive transfer student recruitment program.				
Plans and coordinates student events including commencement, orientation, receptions, and award ceremonies. Contracts with vendors for services and attends and oversees events to ensure arrangements are handled as planned.				
Directs the development and maintenance of information systems and procedures to ensure accurate data and efficient and timely access to information. Assesses adequacy of existing systems and directs changes as needed.				
Directs the development and management of the department operating budget. Monitors financial performance for variances or trends and adjusts internal financial procedures as needed. Develops projections for short- and long-term planning.				
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.				

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly,

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			Yes

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name	Signature	Date
Print Manager Name	Signature	Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.