



## Senior Assistant Director, Undergrad Admission (Centralized) Job Description

### JOB INFORMATION

Job Code:	137313
Job Title:	Senior Assistant Director, Undergrad Admission (Centralized)
FLSA Status:	Exempt
Supervisory:	
Job Family:	Admissions
Job Family Group:	Academic Advising and Career Counseling
Management Level:	7 Individual Contributor

### JOB SUMMARY

Manages all aspects of a recruitment and admission territory on behalf of the University. Makes presentations at high school and community college visits around the country to guidance counselors, prospective students and parents. Provides consultative services to students and families about the college search and selection process. Serves as an expert regarding the college admission process for college counselors, principals and heads of schools in assigned territory. Interviews prospective students to evaluate suitability for admission. Evaluates applications, both quantitatively and qualitatively, and makes admission decisions. Manages programs such as merit scholarship evaluation and awarding; multi-cultural recruitment and outreach; and populations of special interest to the University (e.g., alumni, faculty, etc.). Serves on staff hiring committees. Provides leadership, guidance and direction to the department's novice admission officers.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master's degree	

#### Additional Education

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

X Combined experience/education as substitute for minimum education

#### Work Experience

Req	Pref	Work Experience	Experience Level
X		2 years	
	X	3 years	

#### Additional Work Experience

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

#### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Recruitment and admissions experience with knowledge of transfer credit policies and financial aid programs.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Requires comprehensive understanding of the admissions field.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Conceptualizes and implements strategic initiatives that are of critical importance to meeting the enrollment goals of the university. Manages program areas of focus such as merit scholarship evaluation and awarding; multi-cultural recruitment and outreach; and populations of special interest to the university (e.g., alumni, faculty, etc.). Serves on staff hiring committees.				
Researches and evaluates the demographic and academic characteristics of an assigned geographic territory, school group, and/or targeted student population in order to create an annual recruitment outreach plan and develop market analysis and competitor intelligence.				
Creates an annual recruitment outreach plan for an assigned geographic territory, school group and/or target student population that supports the accomplishment of the university's overall enrollment goals and takes into account the various trends and systemic factors affecting the college-going market. Determines and executes specific recruitment strategies for assigned territory, school group or student population. Determines what high schools and community colleges to visit and what types of students to recruit. Recommends and develops new approaches to attracting the most competitive candidates to the university.				
Executes and refines in practice the recruitment outreach plan for an assigned geographic territory, school group and/or target student population. Travels locally and out-of-state to make admission presentations to prospective students and their parents, guidance counselors and alumni. Serves as an expert resource for college counselors, students and parents regarding the college admission process. Provides individual counseling to students and families regarding the college admission process, which is highly personalized and may not fall within established policies, guidelines or procedures.				
Evaluates admission application materials (e.g., forms, high school and college transcripts, standardized test scores, essays and other student-submitted writing samples, activity lists, recommendations and interview notes. Makes admission decisions, without specific guidelines, that are highly individualized and based on a comprehensive evaluation of the qualitative and quantitative aspects of the materials as well as a thorough understanding of the university's educational philosophy and enrollment goals. Leads and provide guidance and direction to more junior staff in an extensive application peer-review process.				
Serves as the primary point of contact for prospective students, parents and counselors from a territory, school group, and/or targeted student population that is of critical importance to the university (e.g., elite boarding schools, specific metropolitan areas, etc). Advocates for assigned territory in all discussions about strategy and future plans. Responds to various types of inquiries including complex policy issues from territory via telephone, e-mail or letter and communicates in person with constituents from territory who are visiting the university.				
Develops and administers a budget for executing recruitment plan for assigned geographical territory, school group and/or student population. Analyzes variances, tracks and reconciles budget activity. Provides forecasts and projections, as needed. Authorizes expenditures. Prepares financial status reports, as required				
Serves on a regular and rotating basis as the "counselor of the day" in the Admissions Center. Has responsibility for conducting admission presentations, answering questions about the university and the admissions process. Interviews prospective students and acts as the lead staff member when dealing with any nonstandard situations that might arise while on duty in the Admissions Center.				

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Liaises to the admission/recruitment office in one of university's schools. Serves as the primary point of contact for academic unit admission personnel, acquiring an in-depth knowledge of the assigned unit's academic requirements and special programs. Conveys and interprets policies and procedures. Works closely with the assigned unit during the admission review and evaluation process.				
Assists in the preparation or creation of promotional materials such as brochures, newsletters, etc., organizing student volunteers for events, and coordinating special admission-related projects.				
Maintains currency on university policies affecting admission, transfer credit, general education and graduation requirements. Stays current on issues affecting the national admission and enrollment landscape through participation in professional organizations and conferences.				
Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time				

## 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 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.		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, 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.