

5.6.1.8

Issued: December 14, 2001

SUBJECT: ASSISTANT DIRECTOR OF ADMISSIONS

(Exempt - Administrative, level 2)

The Assistant Director of Admissions works under direction of the Dean of Enrollment Management and manages/supervises other employees and or assumes responsibility for planning, assigning and reviewing work of employees under supervision; regularly assists bona fide executive or administrative personnel, exercises discretion and independent judgment with authority to make decisions. The Assistant Director of Admissions shall:

- assist the Dean of Enrollment Management in developing and implementing a comprehensive recruitment plan
- coordinate Visitation Days (building assignments, faculty representatives, information packets, etc.)
- manage the telecounseling program and supervise student workers
- keep records of all institutional scholarships and grants recommended through the Admissions Office
- serve on various committees to represent the Admissions Office
- serve as liaison with External Programs to assist in the recruiting and registration process
- perform other duties as assigned by the Dean of Enrollment Management

Contact for Interpretation: Vice President for Enrollment Services

This policy statement supersedes all previous
policy statements on this subject.