



**University of Houston-Downtown
Job Description**

Job Title: Asst. Director, Admissions-Graduate, International, and Residency
FLSA Category: Exempt
Grade: 26
Job Code: 2339

DUTIES

Job Summary: Prepares reports on operational productivity, generates admissions decisions, manages, trains and assesses transcript analysts on correct and efficient processing and evaluation

- Duties and Responsibilities:
- Manages the evaluation and file preparation of admissions evaluations for freshman and transfer students
 - Coordinates the integration and management of computing support
 - Manages the processing, coding and data entry preparation area for all undergraduate students
 - Manages the collection of application fees and oversees deposits and records maintenance.
 - Prepares recurring statistical management reports regarding admissions and analyzes enrollment reports to revise recruitment plans.
 - Supervises employees responsible for computing support and application processing.
 - Coordinates and the admissions function with other departments and colleges.
 - Serves on various administrative committees, represents the university on state committees, and participates in local, state and national conferences.
 - Oversees the activities of the Office of Admissions in the absence of the Director.

Marginal Functions: All other duties as assigned

REQUIREMENTS

Education: Baccalaureate Degree
Experience: Minimum of 5 years of directly job-related experience.
Licenses/Certification: None Required

PHYSICAL DEMANDS

Environmental Conditions

Working conditions	Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.
Physical Effort	Position is physically comfortable; individual has discretion about walking, standing, etc.
Physical Risk	Work environment involves minimal exposure to physical risks.