UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Director, Admissions (Transfers)

DIVISION: Academic Affairs (Undergraduate Admission)

REPORTS TO: Dean, Admissions

GRADE: 13

SUPERVISES: Support staff and junior professional staff

BASIC FUNCTION:

Develop and supervise programs related to Transfer Admission. Provide close and direct assistance in planning, coordinating, directing and controlling transfer functions and programs and perform related work as required. Represent the Office of Undergraduate Admission and the University at various recruitment and outreach activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop and execute a comprehensive transfer admission recruitment plan for the University, collaborating closely with faculty and with all campus departments, including Marketing and Communication, Financial Aid, and auxiliary offices to ensure attainment of recruitment and yield goals.

Initiate and implement office procedures. Design the annual calendar of transfer and non-traditional admission activities, including office policy(ies) and procedural updates.

Assume responsibility for admission communication flow for transfer and non-traditional students.

Represent the Office of Undergraduate Admission at recruitment events, including, but not limited to, open house events, weekend events, accepted student days, and orientation events.

Represent the University on the Rhode Island Office of Higher Education (RIOHE) Transfer Articulation Council and the Joint Admission Program and act as the primary contact for Veteran students and their families.

OTHER DUTIES AND RESPONSIBILITIES:

Serve as an integral part in the training of new employees and Alumni Representatives.

Assist in the development, maintenance and execution of the department’s marketing plan to prospective and admitted students.
Collaborate on data processing and management system efforts with regard to transfer admission-related needs, as well as on efforts to provide transfer-related statistical information to departments throughout the campus.

Plan all transfer and nontraditional student outreach programs, including college fairs, workshops and on-campus events.

Represent the University at professional conferences and events.

Review all transfer and non-traditional candidates, ensuring accurate target delivery.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing and database software; valid driver’s license.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master’s degree in a related field; minimum of three years of experience in transfer program management in higher education; demonstrated admission marketing and planning experience; demonstrated ability to work effectively with both internal and external constituencies; demonstrated effective interviewing skills; demonstrated ability to communicate effectively orally and in writing; demonstrated strong interpersonal skills; demonstrated ability to organize, coordinate and supervise professional and support staff; demonstrated ability to work with diverse groups; demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and to communicate the interpretation to others; demonstrated experience using academic software, including transfer evaluation systems.

PREFERRED: Demonstrated experience using PeopleSoft Campus Solutions.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.