

Class Code:.....0172
Position#: ...(NUNC).....
Developed by:.....
Reviewed by:.....
Approved by:.....
Date:.....4/29/87; 6/05

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Dean, Admissions
DIVISION: Academic Affairs
REPORTS TO: Dean, Admissions
GRADE: 16 (BOG)
SUPERVISES: Professional, support and student staff

BASIC FUNCTION:

Supervise a full range of admissions activities; hiring and training; recruitment/outreach; interviews; admissions decision making; post admissions follow up of prospective students to the University; and admissions programming such as high school counselor workshops, alumni representatives, yield receptions, open house sessions, and junior staff development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Direct all phases of the recruitment and admission of all undergraduate students, including domestic and international outreach.

Participate with the Dean in program planning, forecasting, evaluation, and data collection & analysis.

Supervise the selection, training, assignment of duties and evaluation for the professional, support and student staff.

Initiate and implement office procedures and the annual calendar of admissions activities, including office policy and procedures updates.

Assume responsibility for communication flow of admission of freshman and transfer students.

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Administer the office budget and budget planning and work with the Dean in developing the annual budget.

OTHER DUTIES AND RESPONSIBILITIES:

Collaborate with data processing and management systems concerning admissions related needs, as well as provide statistical information for departments throughout campus.

Assist with out-of-state, regional and international student outreach planning, including the coordination of travel assignments for all staff, including *Rhode Runners*.

Assess office technological support systems, as well as pertinent upgrades and enhancements.

Assist in the development, delivery and assessment of pertinent surveys.

Review all candidates to majors with restrictive enrollment targets to ensure accurate target delivery, as well as admission of all recruited student athletes.

Co-chair the Admissions Committee with the Dean and provide reading guidelines to the staff and monitored acceptances by College and program.

Serve as the Dean in his or her absence *OR* assume the duties of the Dean in his or her absence; e.g., serve as primary spokesperson at major recruitment events.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Must possess and maintain a valid driver's license.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATION:

Master's degree and three years of admissions management experience in higher education, including hiring and training of staff and recruitment/outreach required. The following are required: admissions marketing and planning experience and a demonstrated ability to work effectively with both internal and external constituencies; effective interview skills; demonstrated ability to communicate effectively orally and in writing; ability to organize, coordinate and supervise professional and support staff; ability to interpret institutional policies, plans, objectives, rules and regulations and to communicate the interpretation to subordinates and others; ability to prepare and present detailed statistical studies and reports to include recommendations concerning the substance of the studies and reports, as well as possess strong interpersonal skills and ability to prepare and deliver oral presentations before small, medium and large groups of people. Preference will be given to candidates with prior experience with on-line computer operations as well as alumni and student assistant programs.

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