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Developed by:TP; MBS,WLM
Reviewed by:.....DGT;.SG
Approved by:.....RHL; LK
Date: 4/92; 2/05

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Dean, Admissions
DIVISION: Academic Affairs
REPORTS TO: Provost
GRADE: 19
SUPERVISES: Admissions Staff

BASIC FUNCTION:

Responsible for the strategic planning, development and implementation of admissions policies related to recruitment and enrollment undergraduate students, including those admitted through special programs, and oversight of the Centennial Scholarship Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage the strategic planning and development of admissions policies related to recruitment, admission, and enrollment of undergraduate students, including special groups such as international students and those admitted through Special Programs for Talent Development.

Develop enrollment goals in cooperation with the appropriate academic and administrative offices of the University.

Supervise the preparation of and evaluate the statistical admissions and enrollment reports.

Manage an experienced professional and support staff in the Admissions Office. Coordinate the activities of admissions with other appropriate University offices and departments.

Administer the budget of the Admissions Office.

Serve as spokesperson for the University in matters relating to admissions.

Coordinate the transition of students from applicant to enrolled status (e.g., working with Enrollment Services, the Student Orientation Program, the Office of Residential Life and several colleges).

OTHER DUTIES AND RESPONSIBILITIES:

Participate as admissions representative on campus, on state committees and in regional and national organizations in regard to admissions and recruitment matters.

Serve as a member of the Council of Deans.

Within area of responsibility, oversee adherence to rules, regulations and procedures mandated and/or recommended by the NCAA and the University.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; various software.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Master's degree and minimum of five years of progressively responsible work in college recruitment and admissions; demonstrated commitment to building a diverse student body, regionally, nationally and internationally; demonstrated ability to provide strong creative leadership including enrollment planning and policy formation and implementation; demonstrated record of developing and implementing effective recruiting techniques and marketing plans; experience with computer-based admissions systems; knowledge of changing applicant demographics; successful managerial experience including budgeting, organizing, coordinating and supervising staff; experience in interpreting institutional policies, plans, objectives, rules and regulations; skill in delivering written and oral presentations to prospective students, secondary school personnel, and university personnel. Preferred: Experience with PeopleSoft or comparable enterprise resource planning system; experience with international recruitment.

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