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Reviewed by:..... .LK
Approved by:..... LK
Date:4/87; 6/05; 3/14; 7/18;
9/18

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Associate Director, Admission/Training, Development and Territory Management

DIVISION: Academic Affairs

REPORTS TO: Dean of Admission

GRADE: 14

SUPERVISES: Professional, support and student staff

BASIC FUNCTION:

Supervise a full range of admission activities with a focus on staff hiring, new and on-going training and staff development; territory management (travel and application reading assignments); admission application reading and decision making; post-admission follow up with prospective students; and admission programming, such as high school counselor workshops, alumni representatives, and yield receptions. Serve as a contributing member of the Undergraduate Admission leadership team. Support the administration of the Office of Admission CRM system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

In collaboration with the Dean and the admission leadership team, oversee the training and development of office staff.

In collaboration with the Dean and the admission leadership team, supervise the selection, training, assignment of duties and evaluation for the professional, support and student staff.

Assist with the development and implementation of office policies and procedures as well as the calendar of admission activities.

In collaboration with the Dean and the admission leadership team, oversee the admission reading guidelines and procedures and provide appropriate training and support for the office.

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In collaboration with the Dean and the admission leadership team, oversee recruitment travel planning and assignments for all staff, including those hired for temporary needs (*Rhode Runners*).

Provide day-to-day leadership and support to staff involved in the application review and decision-making process.

Review applications and participate in admission programming such as presentations, school visits and college fairs, open houses and yield events.

Assist in the assessment of office technological support systems, as well as pertinent upgrades and enhancements.

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

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:

REQUIRED: Master's degree; Minimum of five years of undergraduate admission management experience in higher education, including hiring and training of staff and recruitment/outreach; Demonstrated admission coordinating and planning experience; Demonstrated ability to build teams and work collaboratively and effectively with both internal and external constituencies; Demonstrated proficiency in written communication skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated supervisory experience; Demonstrated ability, to interpret institutional policies, plans, objectives, rules and regulations and to communicate that interpretation to others; Demonstrated ability to prepare and present detailed statistical studies and reports, and to include recommendations concerning the substance of those statistical studies and reports; and; Demonstrated ability to work with diverse groups/populations.

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