

UPPER IOWA UNIVERSITY

Job Title: Executive Director of Admissions	Department: Admissions
Location: Fayette	FLSA Classification: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Reports to: Dean of Enrollment Management	Job Group/Family(see classification sheet):
Type of Position: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> Intern <input type="checkbox"/> GA	
Prepared by: Amanda Duval	Prepared date: February 23, 2015
Approved by:	Approved date:

JOB SUMMARY: Under the direction of the Vice President of Enrollment Management, the Executive Director of Admissions provides vision and leadership for the multi-faceted operational functions of the Office of Admission; supervises staff; plans and implements technological strategies.

ESSENTIAL DUTIES & RESPONSIBILITIES

Plans and manages activities of admissions of all new and re-entering students; manages and oversees financial/budget operation of the department; monitors the activities of personnel to ensure compliance with UIU procedures, policies and staff handbook; develops and/or assists with the development of policies and procedures and recommends changes to effectively meet goals and requirements of the program; maintains knowledge of assigned programs and gives updates to management on services, operations and projects; evaluates employees at scheduled intervals upon reviewing of all relevant information; maintains up-to-date with policies, procedures and state or federal laws that may impact department initiatives; conducts regular evaluation of services provided and makes adjustments as needed; develops and implements comprehensive recruitment plan; assists in marketing and public relations activities; directs processing of student applications for acceptance and admission into regular programs and special needs; provides information by telephone, written correspondence and in person to interested parties regarding application procedures and admissions requirements; assists with the design and execution of special events, projects and activities; completes other assigned duties and tasks as assigned.

SUPERVISORY RESPONSIBILITIES:

Oversees the personnel of the Admissions Office.

COMPETENCIES:

Knowledge of admissions requirements and admission testing; knowledge of UIU admission requirements and procedures; knowledge of student information systems; knowledge of community and service delivery area; leadership skills; organizational skills; skills in interpersonal relations and in dealing with the public; marketing and recruitment skills; decision making and problem solving skills; oral and written communication skills.

QUALIFICATIONS/EDUCATION AND/OR EXPERIENCE:

Bachelor's degree in student services, education, business, or a closely related area and at least three years of closely related experience in a college or university setting required, Master's preferred. Knowledge and skill in the use of integrated software systems (ERP's) and Microsoft Office applications. Skill in establishing and maintaining effective working relationships with students, staff, faculty and the public; skill in facilitating and

and modeling a quality customer service orientation; ability to work effectively with an ethnic, cultural and socially diverse student population; demonstrated commitment to an integrated management and systems, thereby utilizing the ability to work collaboratively; strong oral and written communications skills; strong interpersonal skills; and, ability to "think outside the box" and to lead and manage change in a positive and inclusive manner. Preferred skills with Jenzabar ERP system.

TRAVEL:

Position may require evening and/or weekend hours. Some overnight travel may be required.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Work is primarily, but not exclusively, in a climate controlled office with little to no exposure to environmental or work hazards. The position requires average agility and good physical condition. Ability to lift and carry moderately heavy materials weighing up to approximately 25 to 30 pounds. Work may require lifting, stooping, bending, stretching, walking, standing, pushing, pulling, and other physical exertion. Ability to meet a flexible work schedule, including some evenings and/or weekends.