

Position Description

Position Title: Director of Admissions

Classification: Non-Classified

Function of Work: Responsible for the management of the Office of Admissions

Supervision Received: Vice President for the Student Experience

Supervision Exercised: Five (5) Administrative Coordinator IV's, One (1) Admissions Records Analyst and Three (3) Student Employees.

Qualifications: Bachelor's Degree plus experience in higher education, preferably enrollment management.

Responsibilities

- Participate at official Northwestern State University functions as required
- Maintain required work hours as determined by the Vice President
- Manage and supervision of the Office of Admissions
- Enforce admission criteria, policies and procedures
- Monitor the progress of the admissions process; reporting status to administration; evaluation of process to determine the most efficient manner
- University designated contact for the State of Louisiana Department of Education Student Transcript System (STS); functions include, but not limited to, uploading and downloading data, course category determination, and reconciling error reports
- Coordinate all undergraduate application process, paper and web applications
- Coordinate and supervision of the processing of ACT, SAT and Compass scores
- Implement new technology and processes
- Coordinate Collegiate and Early Admission programs
- Maintenance of University communication flow to all undergraduate applicants (acceptance, missing information, etc.)
- Responsible for processing and generating data for admission letters and correspondence thru BANNER
- Coordinate and maintenance of ADMISSION & WEB ADMISSION CONTROL in BANNER
- Supervise the Daily PUSH of WEB ADMISSION applications into BANNER and resolving discrepancies
- Responsible for updating and activating COLLEGE NET application for International and Louisiana Scholars' College applicants
- Coordinate all undergraduate and graduate foreign student applications and issues (SEVIS, F-1, etc.)
- Manage the SEVIS portal and registering international students each semester in SEVIS
- Primary Designated School Official (PDSO) for SEVIS (Student Exchange Visitor Information System) thru US Department of Homeland Security
- Member of NAFSA (National Association of Foreign Student Advisors)
- Member of LACRAO (Louisiana Association of College Registrar & Admissions Officers)
- Member of University Data Council
- Provide support to all students, faculty, and staff in an effort to effectively move students through the enrollment process

- Coordinate and maintain the University's Undergraduate Admission Decision Handbook
- Compile and analyze of weekly applicant data
- Verify of admission decision prior to notification to applicant
- Assist with coordination of the LA Early Start program
- Assist with the admission component of Freshman Connection and any other university sponsored program that involves the undergraduate admissions process
- Supervise four (5) full-time Civil Service positions; Annual planning and rating sessions for each employee
- Supervise one (1) full-time non-classified position; Annual planning and rating session for employee
- Supervise three (3) part-time student employee positions.
- Coordinate, review, and validate leave requests, compensatory time worked, and approving time for Admissions and proxy for Financial Aid
- Responsible for Office of Admissions budget management
- Responsible for approving requests and routing to Registrar's Office for access/inquiry for ADMISSIONS components of BANNER to University faculty/staff
- Supervise and develop the office policy and procedure manual
- Supervise the Coordination of Admissions Review Committee
- Serve as a participating member on the Freshman Connection Steering Committee
- Other duties as assigned by the Vice President for the Student Experience or the President