



## **JOB DUTIES: Director of Admissions**

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| <b>JOB TITLE:</b>  | Director of Admissions                           |
| <b>SUPERVISOR:</b> | Assistant Dean of Student Affairs and Admissions |
| <b>EFFORT:</b>     | 1.0 FTE, Full Time, Exempt                       |
| <b>EDUCATION:</b>  | BA/BS  |

The Director of Admissions is part of the College of Psychology staff and a key member of the admissions process.

## **RESPONSIBILITIES**

Director of Admissions will be responsible for:

1. Building positive relationships between entering students and the College of Psychology
2. Reviewing and updating the admissions criteria each year
3. Interfacing with admissions committees across the University
4. Facilitating student acquisition and retention
5. Assisting the Assistant Dean in managing the application, interview, and acceptance process
6. Maintaining an updated admissions database
7. Attending graduate school admission fairs
8. Developing an enrollment plan each year
9. Reviewing and updating admissions policies and procedures
10. Provide timely communication with applicants
11. Update website with current student information and statistics
12. Manage PSY social media accounts

## **QUALIFICATIONS**

Must have:

1. Commitment to the development, implementation, and coordination of all admissions related programs and infrastructure
2. Excellent organizational skills
3. Ability to think systemically and implement admissions initiatives
4. Experience working independently with minimal oversight

5. A proven track record of writing policies and procedures
6. Previous experience with conflict resolution
7. Knowledge of accrediting standards, including WASC and APA
8. The ability to analyze complex problems and provide solutions
9. The ability to speak and write clearly and concisely
10. Must have the minimum of a BA or BS