

**USF Job Class Description**

JOB CODE: 1105

JOB TITLE: Admissions Team Admin

PAY PLAN: 21

CAREER BAND: E

FLSA: A

CBU : 29

Effective : 8/16/2018

Job Title: Admissions Team Administrator

Job Summary

An Admissions Team Administrator manages a client service team of Admissions staff by distributing workload, monitoring team production, insuring organizational goals are met and maintaining responsibility for the overall management of specified Admissions services.

Nature of Work

This position typically reports an Associate Director, Assistant Director or other appropriate administrator. This position provides management for an Admissions team and requires the ability to supervise, train, and monitor employee performance. The Admissions Team Administrator must maintain substantial knowledge of admissions processing procedures and regulations. The incumbent must be able to interpret admissions policies and procedures in order to properly trouble shoot unusual problems while maintaining university, state and federal compliance. This position is responsible for communicating regularly with students, parents, co-workers and other universities. The Admissions Team Administrator is an exempt level position and is expected to exercise a high degree of independent judgment.

Examples of Duties

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Recommends and sets priorities for the management, planning, organization and training of a team of Admissions staff.
- Makes recommendations regarding University policies and local admission rules that specifically affect the admission and enrollment of undergraduate students.
- Monitors and maintains confidentiality of applicant records and credentials.
- Identifies and refers documents containing highly confidential, personal or sensitive information to the Director.
- Initiates and responds to inquiries from parents, staff and students that are complex and/or require research or independent judgment.
- Participates with the Director, Associate Directors, Assistant Directors and other Team Leaders on the development and implementation of unit procedures such as the processing and assessment of applications, academic credentials, and supporting

materials for admissibility received from all undergraduates seeking admission to the University

- Performs other assigned duties that are within the area of knowledge and skills required by the job description.

Minimum Qualification Requirements

This position requires a Bachelor's degree and three years of directly related work experience in Admissions or other related field; or, a Master's degree and one year of directly related work experience in Admissions or other related field.