Florida Agricultural and Mechanical University

**ADMINISTRATIVE & PROFESSIONAL**

**POSITION DESCRIPTION**

<table>
<thead>
<tr>
<th>1. Division:</th>
<th>Student Affairs</th>
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<tbody>
<tr>
<td>2. Transaction Type:</td>
<td>[ ] Establishment</td>
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<tr>
<td>3. Position Number:</td>
<td>19196</td>
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<tr>
<td>4. School/College/Department</td>
<td>Admissions and Recruitment</td>
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<tr>
<td>5. Department Number:</td>
<td></td>
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<td>6. Effective Date: (Personnel Use Only)</td>
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<td>7. Section:</td>
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<td>8. FTE:</td>
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<td>9. Budget Entity:</td>
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<td>10. Pay Plan:</td>
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<td>11. Subsection:</td>
<td>PRES</td>
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<td>12. Class Code:</td>
<td>9358</td>
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<tr>
<td>13. City</td>
<td>Tallahassee</td>
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<tr>
<td>14. County</td>
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<td>15. Class Code:</td>
<td>NEW</td>
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<td>16. Class Code:</td>
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<tr>
<td>17. Class Title:</td>
<td>Director, Student Affairs</td>
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<tr>
<td>18. Class Title:</td>
<td>Director of Admissions</td>
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**STATEMENT OF FUNCTION.** Describe in detail the specific duties and responsibilities assigned this position. Attach additional sheets, if necessary, to properly describe the position.

**Essential Functions of the Job** - **Essential Functions of the Job** - Serves under the working title of Director of Admissions. Reports to the Associate Vice President for Enrollment Management – Student Affairs Division. Responsible for envisioning, developing and executing the strategic enrollment management plan for admissions and recruitment in order to meet established enrollment goals for freshman and transfer students including attention to issues affecting diversity, access and retention. Works closely with members of the Enrollment Management Team to develop and implement a comprehensive communications plan that facilitates admissions and recruitment of a diverse student body. Oversees the supervision and training of the admissions staff, and student staff. Supports the development and maintenance of working relationships and formal articulation agreements with the 28 Florida Community Colleges and other private post-secondary institutions, Florida High Schools, and Alumni Organizations. Develops and manages programs and services for prospective students to enhance enrollment. Manages Conducts preadmissions sessions for all undergraduate student types. Specifically, the incumbent,

- Manages the development and implementation of annual and long-range admissions plans
- Develops University enrollment goals and projections with the AVP for Enrollment Management, VP for Student Affairs, Provost and Academic Deans
- Maintains and implements a working knowledge of current trends and best practices in undergraduate admissions
- Participates in the design, update and distribution of publication updates targeted toward all prospective students
- Directs implementation and maintenance of recruitment communication plan using appropriate recruitment module within the PeopleSoft System
- Establishes and maintains effective relationships with high schools and community colleges that facilitate student transitions
- Maintains effective relationships with alumni to achieve recruitment goals
- Develops marketing strategies in consultation with appropriate campus constituents
- Provides support and direction for community college and transfer student recruitment events 3-4 times annually, various community college activities and programs such as the annual 2 + 2 Articulation Workshop for community colleges and the regional articulation workshop for community colleges
- Supports activities and programs such as FAMU Open House, Student Call-Center, and special recruitment events
- Manages undergraduate admission application processing
- Develops and implements procedures that ensure timely processing of admission applications
- Reviews admission policy for appropriateness to University goals, recruitment and efficient application processing
- Recommends policy changes to appropriate decision-making groups
- Coordinates processing of applications for specific groups with appropriate University departments
- Manages timely of completion of reports related to prospective students as part of the recruitment process and activities
- Directly manages the Office of Admissions
- Oversees the hiring evaluation and training of office staff
- Maintains an active staff development program that emphasizes continuous improvement and customer service
- Manages the office budget
- Represents the office on appropriate University committees
- Maintains an active role with appropriate professional organizations
Program Direction and Development – The Director holds primary responsibility for the strategic planning process, as well as development and implementation of policies and business practices to achieve enrollment targets. Identifies and utilizes methods of student identification that enable the University to effectively admit a diverse student body that reflects the demographics of the state and region. Works with the local educational and business communities to ensure university access to students and manages the institution of admissions practices related to out-of-state and international students that are consistent with all federal, state, and FAMU guidelines. Ensures adherence to FAMU admission's criteria, including compliance with special admissions criteria and the development of appropriate policies and practices. Oversees the supervision, training and evaluation of admissions and recruitment staff to institute consistent best practices and optimal customer service. Plays an integral leadership role in the planning, development and implementation of the PeopleSoft student administration system and related business practices. Performs other duties as assigned by the Associate Vice President for Enrollment Management and/or Vice President for Student Affairs.

Level of Public Contact (statement of internal and external business contact, including frequency and scope) – Serves as a liaison to College Deans, Associate Deans, Advisors and Faculty regarding the implementation of transfer course procedures, and admission of degree-seeking students. Has high level of public contact as a representative of the Office for Admissions and Recruitment, in activities as they pertain to admissions, transfer articulation and recruitment activities.

Marginal Functions of the Job** - Performs other duties as assigned by the Vice President Student Affairs and/or Associate Vice President for Enrollment Management.

17. POLICY MAKING INTERPRATION: Assists the Associate Vice President for Enrollment Management in monitoring the university’s compliance with the Statewide Articulation Agreement (SBE 6A-10.024) and other statutes/rules, which relate to the transfer of students. Interprets statues and rules related to the Statewide Articulation Agreement and other statues/rules related to the transfer of students and develops and recommends policies to Academic Affairs and the Office of Admissions. Implements policies, interprets university and the SUS policies for community colleges administrators, staff, and transfer students. Makes recommendations to the Associate Vice President for Enrollment Management in the formulation, development, and implementation of University policy and procedures regarding admission of degree seeking transfer students.

Is responsible for the interpretation and implementation of policies and procedures regarding the transfer of credit. Interprets and implements Board of Trustees policies, rules, and Florida Statutes regarding the admission and articulation of transfer students.

18. SUPERVISOR’S POSITION: Number: Class Code: Class Title: Associate Vice President for Enrollment Management

19. SUBORDINATE UNITS: (State organizational units under your direct supervision. Include class titles and position numbers of positions directly supervised. Associate Director, Recruitment 18226, Assistant Director of Admissions, 17148, 7 Coordinators, 1 Office Manager, 2 Program Assistants, 1 Senior Admissions Officer and 4 Admissions Officers

20. MONETARY RESPONSIBILITY: Current budget for which this position is accountable. Include statement of responsible funds, amount and consequence of error. Responsible for developing and maintaining expenditure records of the assigned annual budget and auxiliary accounts under the supervision of the Associate Vice President for Enrollment Management, and/or Vice President for Student Affairs.

21. Type and extent of instructions or directions normally given to the incumbent of this position by the immediate supervisor. Acts independently without need for daily supervision, but seeks guidance as necessary and keeps the Vice President and Associate Vice President for Enrollment Management in formed of programs, services, data and any critical matters, Supervision occurs through routine meetings with appropriate leadership. Annual evaluation by the AVP for Student Affairs – Enrollment Management.

22. Education/Training/Experience –

Specialized Minimum Qualifications: Master’s degree from an accredited institution in an appropriate area of specialization and Six years of management experience in admissions and recruitment or related area or bachelors degree in appropriate area of Specialization and eight years of appropriate experience

Preferred Qualifications: Master’s degree from an accredited institution in an appropriate area of specialization and Four years of management experience in admissions and recruitment or related area. Professional work experience in admissions and recruitment in a higher education institution.

Knowledge, Skills and Abilities: Ability to think creatively, and develop innovative ways to recruit, admit and enroll a diverse population of students to meet university enrollment goals. Ability to use personal computers with knowledge of Microsoft Office Suite. Ability to organize and manage multiple projects simultaneously. Ability to communicate effectively and work with a diverse
student body, university personnel and various constituents. Ability to travel extensively and work flexible hours – evenings and weekends hours as required.

23. REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:
Please review statements below check all that apply.

___ This position requires a background check and/or fingerprinting. Florida Statutes
___ This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes
___ This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
___ This position requires licensure, certification or other special requirements described below.

ATTACH ADDITIONAL SHEETS, IF NECESSARY, TO PROPERLY DESCRIBE THE POSITION

24. SIGNATURES:

Incumbent ___________________________     Signature ___________________________     Date ________________

Reviewing Officer & Title ___________________________     Signature ___________________________     Date ________________