



## Savannah State University Position Description – Associate Director of Admissions

### ***POSITION DESCRIPTION***

Position Title: Associate Director of Admissions                      FLSA Status: Exempt  
Reports to: Dean of Enrollment Management  
Department: Admissions  
Date Prepared: June 2003

### ***BASIC FUNCTION***

This position manages and directs the University's admissions and recruitment functions. It provides input in the development of the University recruitment plan, and manages student related issues.

### ***NATURE & SCOPE***

Reporting to the Dean of Enrollment Management, this position directs the day-to-day operations of admissions and recruitment for Savannah State University.

This position is the next step in the review process for applicants with enrollment issues and tries to resolve the issue at this level. Because of the day-to-day focus of the position, the incumbent could be "pulled into" any aspect of the details involved in the admission and recruitment functions.

Because of the recruitment role, the incumbent must serve as an effective representative of the University to various constituencies.

This position serves a critical liaison role throughout the Savannah State community.

### ***PRINCIPAL ACCOUNTABILITIES***

- Plans, organizes, directs and supervises all functions of the office.
- Handles second level escalations involving staff and students with enrollment-related issues.
- Assists in the design of marketing publications.
- Liaison with campus community.
- Processes, evaluates and admits international students, and processes employment requests for enrolled international students.
- Assists with daily admissions function such as transfer evaluations.
- Recruitment and admissions liaison.
- Handles e-mail and web requests.

### ***SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED***

This position requires an advanced degree (J.D, Ph.D., Master's, etc.)