



### JOB INFORMATION

<i>Job Code:</i>	137315
<i>Job Title:</i>	Admissions Program Manager I
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Leads employees performing similar work on a project basis.; Supervises volunteers.
<i>Job Family:</i>	Admissions
<i>Job Family Group:</i>	Academic Advising and Career Counseling
<i>Management Level:</i>	5 Manager

### JOB SUMMARY

Manages the staff and operations of a recruitment and admissions office in a school or a distinct program within the university admissions office.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

#### Additional Education

*Check here if experience may substitute for some of the above education.*

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	

#### Additional Work Experience

*Check here if education may substitute for some of the above work experience.*

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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#### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Lead or supervisory recruitment and admissions experience with knowledge of financial aid policies.

#### Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Manages the staff and operations of a recruitment and admissions office in a school or a distinct program within the university admissions office. Recruits, screens, hires, trains, schedules and assigns work. Assesses performance and provides feedback. Counsels or disciplines as needed. Identifies and recommends opportunities for staff training and professional growth.				
Sets goals and objectives for assigned program and measures performance against objectives. Recommends changes or enhancements to existing programs based on continuous feedback and evaluation.				
Supervises admissions counselors in their assigned responsibilities. Reviews caseload of applications and monitors progress of counselors. Reviews applications and makes admissions decisions particularly in borderline cases.				
Counsels applicants on admission policies and procedures. Evaluates and offers solutions to applicant problems and requests regarding admission. Applies transfer credit guidelines in review and assessment of applications as appropriate.				
Resolves difficult problems referred by others and provides technical guidance, as required. Provides policy interpretation and reviews and decides exception requests as deemed appropriate.				
Develops and implements marketing plans, strategies and materials aimed at enhancing recruitment and conversion of targeted program applicants. Identifies marketing messages and ensures incorporation in presentations and publications.				
Coordinates the participation of faculty, staff, students and alumni in recruitment programs. Plans and provides communications, training, materials, scheduling and other logistical support to facilitate recruitment efforts.				
Develops and administers program budget(s). Determines fiscal priorities and plans and approves expenditures accordingly. Develops projections for use in future budget planning.				
Plans and makes public presentations as part of outreach efforts. Represents USC and assigned programs to students, parents, alumni, high school and community college teachers. Coordinates involvement of university faculty at admissions events to enhance recruitment and conversion efforts.				
Establishes and maintains well-documented policy and procedural manuals and communicates updates and changes as required. Maintains record storage and retrieval systems for efficient access to data. Manages recruitment data and analyzes for results and trends. Prepares reports and provides statistical data as requested.				
Coordinates the design and delivery of programs and services with other university offices. Establishes and maintains ongoing communications with university counterparts to ensure integrated efforts.				
Maintains professional currency through active participation and leadership in associations and committees both internal and external to the university.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
	<i>Campus Security Authority (CSA)</i>		<i>Essential:</i>
	By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>		No

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.