



JOB INFORMATION

Job Code:	137319
Job Title:	Admissions Program Manager II
FLSA Status:	Exempt
Supervisory:	Manages through multiple layers of subordinate supervisors.
Job Family:	Admissions
Job Family Group:	Academic Advising and Career Counseling
Management Level:	5 Manager

JOB SUMMARY

Directs activities and manages staff responsible for university-wide undergraduate/graduate recruitment and enrollment.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master's degree	

Additional Education

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

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		5 years	
	X	7 years	

Additional Work Experience

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

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Managerial experience in university recruitment and admissions.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Directs activities and manages staff responsible for university-wide undergraduate/graduate recruitment and enrollment. Directly or indirectly manages all staff assigned to department, usually through subordinate managers and supervisors. Determines overall staffing needs based on departmental goals and objectives. Reviews proposed salary administration actions including increases, promotions and reclassifications. Approves plans for staff training and professional development activities.				
Develops and manages university-wide undergraduate/graduate recruitment plans including detailed processes and timetables. Establishes goals, allocates resources, and provides on-going assessment of progress toward goals. Makes adjustments to plans as needed to meet enrollment targets. Reviews and evaluates existing programs for effectiveness and efficiency and makes modifications as appropriate.				
Develops recruitment strategies and plans for assigned territory. Manages the efforts of volunteers, students and/or student groups and other admissions staff to implement plans. Assesses effectiveness of efforts and modifies as needed.				
Resolves problems referred by managers and provides policy and regulatory interpretations as needed. Responds to requests from senior administrators and other university officials for assistance and expertise.				
Develops and administers program budgets in conjunction with subordinate managers. Monitors program performance to plan and looks for variances or trends. Approves major expenditures and budget adjustments as authorized.				
Corresponds and communicates with campus constituencies, volunteers, prospective students and parents, and external school and college staff regarding admissions. Serves as official source of information for admissions issues.				
Develops public relations messages to be utilized by faculty, staff and volunteers in recruiting plans and activities. Monitors communications materials and training programs to ensure consistency of information.				
Ensures that planning efforts are integrated with those of other university offices. Negotiates priorities and resolves conflicts in student programming services and activities.				
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: https://policy.usc.edu/mandated-reporters/
<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: https://dps.usc.edu/alerts/clery/			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.