



Admissions / Recruitment Manager

Job Code: 6521

Salary Grade: S10

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Oversees the efforts to identify, recruit, evaluate and enroll prospective students and directs daily operations.

- Provides oversight and coordination of the student admissions process. Interacts with departments to develop and maintain an enrollment management system.
- Assists in the development and coordination of recruitment programs. Plans and executes events such as student orientation, outreach and commencement activities.
- Performs degree audits and coordinates courses and enrollment. Advises students and faculty on the satisfactory completion of degree requirements.
- Assists with applying and monitoring academic policy and standards and with curriculum development to meet the needs of the program and students.
- Partners and assists the academic colleges in recruitment initiatives. Serves as a liaison to the colleges for data information exchange and strategic work.
- Creates and fosters relationships with high school counselors, students, administration, alumni and stakeholders.
- Presents information to various prospective students and other groups regarding The University of Oklahoma, higher education, financial aid and other related topics.
- Maintains student administrative records.
- Manages budget and staff, including hiring, firing, training, conducting performance appraisals, disciplining, delegating tasks, overseeing work, and development.
- Administers scholarship programs including review, selection, appeals and eligibility guidelines.
- Serves on committees and performs special projects.
- Participates in professional development conferences and activities.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree.

Experience:

Required: 5 years of related experience, including at least 1 year in a supervisory or management role.

Certifications or Licenses:

- Valid Oklahoma Driver's License or ability to obtain within 30 days of hire date.

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Working knowledge of student privacy laws.
- Strong verbal and written communication skills
- Computer skills, including proficiency in navigating and maintaining databases
- Some travel required for recruiting
- Detail oriented for accuracy of data and information
- Highly organized and able to handle multiple projects and deadlines
- Ability to communicate well and build rapport with students, faculty and staff
- Ability to read and interpret policy as well as State and Federal regulations
- Ability to supervise staff and communicate directions and expectations effectively

Working Conditions

Physical:

Must be able to sit for extended periods of time doing work on a computer and via the telephone. Ability to engage in repetitive motions.



JOB DESCRIPTION

The UNIVERSITY of OKLAHOMA

Environmental:

Standard Office Environment. Frequent exposure to pressure caused by deadlines and busy periods. May be required to travel. Ability to work effectively with a wide range of constituencies. Requires contact with other departments and university officials.

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