JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Student Admissions Director

Job Code: 7271

Salary Grade: S11

FLSA Status: Exempt

Job Family: Organizational Administration

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.

Job Responsibilities

Leads and supervises the International Recruitment professional team of admissions counselors.
- Manages staff and budget.
- Serves as key stakeholder in planning and executing on-campus and off-campus recruitment events.
- Mines data and strategically forms and leads the recruitment team's efforts nationally.
- Creates and fosters relationships with high school counselors.
- Presents to various prospective students and other groups on the topic of The University of Oklahoma, higher education, financial aid, and other topics.
- Collaborates with Admissions ; Recruitment senior leadership to enhance the outreach to prospective students.
- Serves as integral member of admissions review committee, which involves extensive application review, regular admission committee work, and ensures the national team stays on track with application review.
- Assists with establishing and maintaining a strategic network of alumni support and with other stakeholders in non-resident locations.
- Participates in professional development conferences and activities.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months related experience in lieu of the Bachelor's degree for a total of 108 months related experience.

Experience:

Required: 60 months of related experience in higher education.

Required Certifications or Licenses:

- Valid Oklahoma Driver's License in order to drive University vehicles 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

- Proficient in Microsoft Office
- Strong organizational skills
- Exceptional verbal and written communication skills
- Strong initiative to solve problems
- Ability to supervise staff and communicate directions and expectations effectively
- Willingness to work extended and weekend hours during peak periods
- Enthusiasm for interacting with students and families from a wide range of backgrounds

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.

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. Regular local and limited national travel and some evening and weekend responsibilities are required.

Printed Date: 11/25/2026