

The University of Texas at San Antonio

Job Description

Job Title: Graduate Admissions Program Manager
Code: 18155
Salary Grade: 58
FLSA Status: Exempt
Department/Division: Graduate School
Reports To: In accordance with departmental policies.

Summary

- Function: To process the receipt and processing of inquiries and applications to the Graduate School. Develop and supervise training of online application system.
- Scope: Responsible for scheduling, planning, coordinating, and administering major programs related to the Graduate School.

Duties

- Typical:
 1. Coordinate follow-up activities with applicants and prospective student inquiries, manages the processing of applications and the admissions review process.
 2. Acts as liaison for the Graduate School with the University's academic program departments and external organizations.
 3. Work with academic and administrative departments to facilitate enrollment services for applicants and accepted students, and provide prospect and applicant data to academic departments.
 4. Process and file applicant correspondence and application materials.
 5. Accurately enter graduate application data into the online graduate application system and Banner.
 6. Develop, manage and maintain the training for the online application system.
 7. Design online training modules for online applicant and ensure that they are clear, consistent and properly updated to match the current online application system.
 8. Train new graduate admissions counselors, graduate assistants and work-study students.
 9. Train faculty and staff from various departments on online application system.
 10. Support strategic objectives to attract students to the graduate programs.
 11. Represent the Graduate School at various fairs and informative

<p>recruitment events to counsel students regarding the graduate programs and application process.</p> <p>12. Remain current on changes to policy and curriculum.</p> <p>13. Participate in and attend professional workshops and organizations pertinent to effective and efficient graduate admissions and enrollment services processes.</p> <p>14. Complete special projects as assigned by the Director of Graduate Admissions including updating admission materials annually, assist in the development of new promotional materials</p> <p>15. Perform other reasonably related duties as assigned by supervisor.</p> <p>• <u>Periodic:</u></p> <p>1. N/A</p>

Education

Required	Preferred
Bachelor’s Degree from an accredited institution.	N/A

Other Requirements

Required	Preferred
Demonstrated skills in analysis/development of complex processes and the ability to translate these into effective business solutions to meet academic department needs and maintain compliance with University policies.	Understanding of and sensitivity to the diverse population of the Graduate School’s applicants and students.
Ability to prioritize and execute multiple projects at once, work independently, and collaboratively with professional colleagues.	
Ability to organize large volumes of data, independently make sound decisions based on existing admission and academic policies.	Knowledge of or experience with international education and credentials.
Ability to identify procedural problems and recommend solutions.	
Strong competencies in customer service, relationship building, and verbal and written communications, including public speaking	
Criminal Background Check.	

Experience

Required	Preferred
Three years of experience in program coordination, training, and/or related higher	One year of experience working in graduate admissions.

education experience.	Four years of experience working with graduate students.
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Equipment

Required	Possible
Personal computer and related office equipment.	N/A

Working Conditions

Usual	Special
Usual office conditions.	Some weekend and after-hours work may be required.

Supervision

Received	Given
General instructions from supervisor. Determines own work sequence within limits of established policies.	Direct supervision of assigned support and student staff.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
