

POSITION DESCRIPTIONS

1. the leadership of the science Center, and with students' services within the Health Science Center. The Director of Admissions and Student Services has the responsibility for coordinating, academic and non-academic needs of prospective applicants and enrolled students. The Associate Dean works with all student services within the community including coordinating the publication of student-related policies, and facilitating the activities of student organizations. The Director of Admissions and Student Services provides high-touch services that can be a model for other departments. The Director reports to the Dean of the School of Nursing.

Director of Admissions who coordinates recruitment, transcript evaluation, and admission of new applicants.

Director of Student Success who leads the academic support efforts provided through the Success Center.

Administrator for the Committee on Faculty and Student Matters and the Committee on Undergraduate Studies and the Committee on

and vision for the direction of enrollment management, admissions development efforts, and academic support activities.

Director of Health San Antonio offices including Student Life, Financial Aid and Scholarship, and student ombudsperson, and International Student Services.

Director of Student Events can be planned and organized including graduation, career development events, and new student orientations.

PhD, Doctoral degree in Nursing preferred

2. Director, Admissions and Special Programs - The Director of Admissions and Special Programs is responsible for a comprehensive, and admit exceptional,

on (an vision. S) Supervises the admissions team) F105.1

**a) Duties:**

Oversees the day-to-day operations of the Office of Admissions.

Provides leadership and training to staff for all admissions activities including transcript evaluation, recruitment events, admission and denial communication, and matriculation efforts.

Designs and facilitates the production of recruitment materials including view books and webpage construction.

Provide reports for the Associate Dean for Admissions and Student Services on enrollment management target progress and overall admissions outcomes.

Communicate with faculty committees regarding the administration of admissions policies and practices.

**b) Qualifications:**

Bachelor's degree in related field with five years' experience in admissions and programs involved in student recruitment.

**3. Program Coordinator - Senior****a) Duties:**

Supports the development and coordination of all aspects of the admissions cycle, including prospects, application, interviews, admission, and matriculation processes

Reviews and evaluates application documents using multiple technological platforms such as the Centralized Application System (CAS) and the Customer Relationship Management (CRM) system.

Reviews and provides feedback for annual marketing materials including recruitment materials, brochures, website, and advertising material. Supports marketing with online and social media initiatives.

**b) Qualifications**

Bachelor's degree in related field with three years related experience

**4. Recruitment Program Coordinator****a) Duties**

Represent the School of Nursing at recruitment events.

Host prospective students on campus through information events, individualized appointments, and admitted student receptions.

Communicate admissions requirements and proce

Designs and facilitates the production of retention materials including web page construction and hard copies of student service-related materials.

**b) Qualifications**

## Section 8.2: Office of Admissions and Student Services Position Description

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Assists with facilitating program data collection and coordinating with appropriate departments

**b) Qualifications**

Bachelor's degree in related field and three years of experience

**12. Management Analyst (Budget)**

**a) Duties:**

Responsible for performing budgetary analytical and administrative duties in support of the Office of Admissions, Student Success, and Engagement, including all active federal and state grants

Manages departmental fiscal, budget purchasing, and human resources functions.

Performs grant administration duties including monitoring compliance with applicable contractual agreements.

**b) Qualifications:**

Bachelor's degree and three years of experience in accounting, financial analysis, or related field.