

GENERAL STATEMENT OF DUTIES:

Assist the Assistant Dean/Director of Admissions Operations and International Recruitment with the planning, organization, and administration of the Admissions Processing Center at the University. Assists with undergraduate, graduate, and continuing education recruitment activities and enrollment management functions. Manages the Processing Center in absence of the Assistant Dean/Director of Operations and International Recruitment.

SUPERVISION EXERCISED:

Supervise subordinate professional, classified, contracted, and student employee personnel assigned to the area (at the discretion of the Assistant Dean/Director of Admissions Operations and International Recruitment); serves a leadership role with assigned tasks.

SUPERVISION RECEIVED:

Assistant Dean/Director of Admissions Operations and International Recruitment; will work on team projects under the supervision of designated team leaders.

EXAMPLES OF SPECIFIC DUTIES AND RESPONSIBILITIES:

- Assists with the implementation and advancement of the Technolutions Slate CRM software solution. Assists with liaising with Business Analyst/Enrollment Management and other campus constituents, troubleshoots issues, advances implementation phases, coordinates staff training, and participates in professional development events. Liaises between Admission Operations and Information Technology Services (ITS) with regards to reporting systems, Slate, Axiom, Banner, Xtender, and Argos. Develops and monitors workflows and reports for Admissions Operations and Processing Center. Serves on the ASMIT Team and represents Admissions Operations on topics relating to the Unified Digital Campus (UDC) and other technology. Provides on-going departmental training as it relates UDC and other initiatives.
- Manages the Admissions Processing Center. Assists with developing, managing, and evaluating "paperless" processes that support comprehensive (undergraduate, graduate, and continuing education) enrollment functions at the University. Directly involved with Admission Operation processes including, but are not limited to, inquiry/application input, scanning, indexing, check/credit card payments, technology (e.g., Slate, Ellucian Banner, Xtender, Axiom Elite) configuration/integration, and technology (e.g., Slate, Ellucian Banner, Xtender, Axiom Elite) updates/troubleshooting. Manages annual set-up processes related to Slate and The Common Application. Weekend and evening work is required during identified "high volume" periods (e.g. November ? May) to proactively process incoming applications and credentials.
- Manages the execution of all communication plans for prospective undergraduate and graduate students along with identified non-matriculated students. Ensure that publications, letters, acceptance packets, and enrollment materials are sent at appropriate times while maintaining quality control. Reviews all applications to ensure necessary documents are received and monitors the request/completion of missing items when

necessary. Collaborates with the Financial Aid Office to synch data (e.g., Social Security Numbers) between Slate and FAFSA.

- Coordinates proactive, seamless, and "paperless" communication with Graduate Program Coordinators to ensure sound decision making processing. Coordinates training and on-going support for Graduate Program Coordinators to use Slate for application review. Assists with Slate refinements that support business processes.
- Coordinates data collection via Banner, Slate, Common Application, and designated programs as it relates to Admissions Operations. Prepares statistical data/reports appropriate the Processing Center.
- Uploads test scores (e.g., SAT, ACT, GRE, GMAT, TOEFL, IELTS, etc.) through a secure shell into Slate. Serves as the primary point of contact with testing agencies to ensure timely test results and appropriate integration points. Troubleshoots as necessary.
- Assists with Day Division and DGCE recruitment , off-campus programs , and undergraduate application file review. Weekend and evening work, a valid driver's license, and access to reliable transportation is required.
- Assists with document shredding for Admissions Operations while ensuring compliance with Massachusetts Secretary of State
- Actively contributes to deliver a working environment that promotes optimism, collaboration, respect, solutions conscious dialogue, and exceptional service to everyone.
- Available to serve on special and/or standing committees of the University. Assumes major responsibility for one or more assigned tasks and for special projects as assigned.
- Strives to maintain and augment knowledge and skills in the admissions field through advanced study, professional activities or participation in conferences, seminars, workshops and similar professional gatherings. Off-campus travel and overnight accommodations are required.
- Ensures that affirmative action, equal opportunity and diversity are integrally part of all actions and decisions within the scope of duties.
- Designated as a Responsible Employee under Title IX and the University's Equal Opportunity Plan.

MINIMAL QUALIFICATIONS:

- Bachelor's degree; five (5) plus years of professional admissions experience working in higher education.
- Demonstrated experience using student information systems and CRM software relating to Admissions work.
- Demonstrated experience coordinating projects and completing tasks independently.
- Demonstrated experience managing subordinate professional, clerical, and/or student staff.
- Demonstrated knowledge of higher education principles, practices and procedures as it relates to Admissions Operations.
- Demonstrated ability to work effectively with faculty, administrative staff, classified personnel and students.

- Demonstrated ability to express oneself effectively in written and oral communication.

Additional Information:

This is a full-time, exempt, benefits-eligible position in the Association of Professional Administrators (APA) bargaining unit at the rank of Associate Director. The salary range is \$55,000 - 60,000.

Framingham State University conducts criminal history and sexual offender record checks on recommended finalists prior to final employment for all positions.

Framingham State University is an equal opportunity/affirmative action employer.

Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Application Instructions:

Candidates must apply online using the "APPLY NOW" link (located at the bottom of this page) by submitting (1) a cover letter, (2) resume, and (3) the names and contact information for three professional references.

For priority consideration, application materials must be received by May 1, 2019. The application deadline has been extended to May 17, 2019.

Framingham State University only accepts application materials through our online application system. We are unable to accept application materials through mail, email, fax, or hand delivery. If you experience technical issues with the online application process, please submit a [helpdesk ticket](#).

Framingham State University understands that persons with specific disabilities may need assistance with the job application process and/or with the interview process. For confidential assistance, please contact the Human Resources Office at 508-626-4530 or humanresources@framingham.edu.

Apply Here: <http://www.Click2Apply.net/ddmdk8g5q2x5h5sp>

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