

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title:** ASSISTANT DIRECTOR, INTERNATIONAL STUDENTS AND SCHOLARS

**Reports To:** Designated Supervisor

**UW Job Code:** 3016

**UW Job Family:** 35 - Student Service Management Support

**SOC Code:** 25-9099

**FLSA:** Exempt

**Pay Grade:** 23

**Date:** 8-15-18 (revised 10-7-19)

### **JOB PURPOSE:**

Assist in planning and implementing student recruitment strategies to help the University achieve enrollment goals; assume responsibility for planning, coordinating and supervising specific admissions programs or projects; represent the University to prospective students and their parents.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist in planning and implementing the student recruitment plan for specific admissions programs or projects.
- Coordinate external and internal recruiting efforts of the University; assume responsibility for planning, coordinating and supervising specific programs or projects, as assigned.
- Determine financial ability and academic eligibility of international students, including evaluating test scores, translating course descriptions and working with I-20 forms for immigration.
- Some positions may determine if freshman and/or transfer students may be admissible to the university under an exception to policy.
- Work collaboratively with other campus departments, staff and faculty in administering Admissions programs or projects.
- Meet with prospective students and their parents to discuss admissions procedures and University policies.

### **SUPPLEMENTAL FUNCTIONS:**

- Serve on committees and assigned teams.
- Assist with advertising/marketing programs; assist in preparation of a variety of recruiting/admissions publications.
- Respond to general correspondence and assist with the preparation of newsletters for prospective students.

- Attend professional development workshops relating to admissions.

### **COMPETENCIES:**

- Analysis/Problem Identification
- Individual Leadership
- Judgment
- Meeting Membership
- Sensitivity
- Service Orientation

### **MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

Experience: **3 years work-related experience**

Required licensure, certification, registration or other requirements: **Valid driver's license**

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- University admission policies and procedures.
- University-related programs and policies such as financial aid, housing, registration and records, and academic advising.
- Multicultural student recruiting.
- Student recruiting practices and procedures.
- Relevant immigration policies and forms.
- Project leadership and management.
- Desktop publishing programs and methods.
- University resources and programs.
- Advertising and marketing methods.
- Transfer credit articulation agreements.
- Student recruitment and retention issues.
- Equal opportunity and affirmative action programs.
- Computerized student information systems.

Skills and Abilities to:

- Communicate accurate and complete information, both orally and in writing.
- Foster a cooperative work environment.
- Effectively manage time and be organized.
- Create effective recruiting publications.
- Make administrative/procedural decisions and judgments.
- Work effectively with a wide range of constituencies in a diverse community.

- Coordinate and organize meetings and/or special events.
- Plan and implement programs.
- Budget oversight for assigned projects.
- Maintain complete and accurate records.
- Use independent judgment to manage and impart confidential information.
- Develop and implement recruitment plans.
- Develop and deliver presentations.

**WORKING CONDITIONS:**

No major sources of discomfort, standard office environment. Travel is required.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.