

JOB DESCRIPTION:	Assistant Director of Graduate Admissions		
DEPARTMENT:	Graduate Admissions		
REPORT TO:	Executive Director of Admission and Recruitment		
EEO CLASSIFICATION:	First/Mid Officers & Managers	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#411100	DATE APPROVED:	09-JAN-2023
		DATE MODIFIED:	08-JUN-2026

SUMMARY: Administers all aspects of Graduate Admissions operations, including determination of eligibility and compliance with all regulations, requirements, and policies.

DUTIES:

1. Plans, organizes, and coordinates graduate admission for the university and participates in developing and implementing policies and procedures.
2. Supervises all aspects of Graduate Admissions applications and enrollment into the University.
3. Responsible for maintenance of database for graduate applicants to ensure accuracy and completeness of information. Supervises BANNER system, Customer Relationship Management system, and WEB based admission process for Graduate Admissions.
4. Assists the Executive Director with the use and development of the CRM within Graduate Admission.
5. Serves as liaison between Graduate Admissions and the Business Office, Admissions Office, Registrars Office, Financial Aid, Graduate Division, and other departments as needed.
6. Compiles and prepares a variety of required and ad-hoc descriptive statistical reports for internal and external use. Plans and submits annual operational budget for review to the Executive Director of Admissions.
7. Participates in a variety of committees to discuss issues, concerns, problems, and plans to ensure area operations remain consistent and supportive of overall strategies/goals.
8. Supports the operation and administration of admissions for the Graduate Division, ensuring compliance with all applicable laws and regulations, and with university policies and procedures. Assists graduate units in achieving and maintaining systems and procedural compliance with academic requirements and standards.
9. Participates in Graduate Admissions recruitment opportunities.
10. Overseas the department's advising of students on admission procedures, graduate programs of study, and financial aid opportunities as they relate to graduate students. Advises, provides information and answers questions about various departmental graduate programs to students, faculty, staff, the public, and all other interested parties.
11. Processes, problem solves and/or determines action on student petitions, as related to Graduate Admissions. Participates in student dispute resolution, appeals and other issues related to Graduate Admissions.
12. Provides a broad range of administrative and supervisory functions. May supervise assigned staff, in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
13. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree in related field with 5 years' experience required. Banner systems experience preferred. Master's degree in related field preferred. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of all federal, state, and institutional guidelines, statutes, regulations, and requirements governing graduate admissions standards. Knowledge of the principles and practices of budgeting. Knowledge of the regulations governing confidentiality and privacy of student records. Knowledge of the principles and methods of customer relations. Skill in establishing and maintaining effective working relationships. Must be knowledgeable of university policies, procedures, and regulations. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office applications.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)