



JOB DESCRIPTION:	Associate Director of Admissions Operations		
DEPARTMENT:	Admissions & Recruitment		
REPORT TO:	Executive Director of Admissions & Recruitment		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#411110	DATE APPROVED:	07-MAY-2026
		DATE MODIFIED:	NEW

SUMMARY: Oversees Admissions operations and eligibility determinations to ensure full compliance with institutional policies and regulatory requirements. Supervises admissions operations related staff.

DUTIES:

1. Plans, organizes, and coordinates undergraduate admission to the University and participates in developing and implementing policies and procedures.
2. Reviews student documents and determines status of applicants for admission to the University (i.e. transcripts, college placement exam scores, TOEFL scores, and regulations for accuracy, completeness and authenticity).
3. Places incoming students on admit status in accordance with established policies and procedures. Determines academic standing of incoming students for compliance with requirements. Reviews transfer applications.
4. Monitors the management and maintenance of out of state tuition waivers, competitive scholarships, and early scholarships.
5. Assists Executive Director - Admissions in determining residency status from initial application review and from submitted residency petitions.
6. Serves as foreign student designated school official for verifying admission to WNMU. Manages, processes, and ensures maintenance of international student files. Perform initial review of foreign transcripts for degree equivalencies.
7. Responsible for maintenance of applicant databases to ensure accuracy and completeness of information. Supervises Banner system and WEB based admission process.
8. Serves as liaison among Admissions, Registrar, Financial Aid.
9. Compiles and prepares a variety of required and ad hoc descriptive statistical reports for internal and external use.
10. 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.
11. Maintains Commission on Higher Education quality assurance.
12. Responds to correspondence, complaints, questions, and inquiries. Participates in high school college fairs and community college recruiting efforts. Participates in the development of recruiting publications.
13. Manages administrative and supervisory operations for assigned staff in alignment with university personnel practices. Leads the full employee lifecycle, including recruitment, training, and performance evaluation, while fostering a culture of professional development and ethical standards.
14. Manages all Dual Enrollment operations, including student registration, process optimization, and staff supervision. Coordinates faculty assignments, course scheduling, and high school outreach events while collaborating with cross-functional departments to meet program objectives. Maintains comprehensive communication among all stakeholders both internal and

external.

15. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree in related field with five years of experience required. Master's degree in related field preferred. Knowledge of Banner systems required. Bilingual Spanish) preferred.
2. **Job Knowledge:** Knowledge of all federal, state, and institutional guidelines, statutes, regulations, and requirements governing admissions standards. Knowledge of the principles and practices of budgeting and 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, accounting and banking techniques and systems.
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)