



University of Houston-Downtown Job Description

Job Title: Assistant Director, Admissions-Transfer Center
FLSA Category: Exempt
Grade: 26
Job Code: 2239

DUTIES

Job Summary: Manages the Office of Admissions Transfer Center; develops strategies to increase enrollment of transfer students; streamlines processes affecting the transfer partnerships, transfer credit, and application processing

Duties and Responsibilities:

- Manages, supervises, and trains the Transfer Center staff
- Manages, develops, and maintains policies and procedures of transfer admission programs
- Initiates recruitment efforts and partnerships to increase enrollment of transfer students
- Serves on various administrative committees, represents the university on state committees, and participates in local, state and national conferences
- Coordinates and trains the transfer admission functions in the Admissions office, UHD colleges and departments, and collaborates in the integration and management of computing support
- Oversees the processing of transfer applications

Marginal Functions: All other duties as assigned

REQUIREMENTS

Education: Baccalaureate Degree
Experience: Minimum of three (3) years
Licenses/Certification: None Required

PHYSICAL DEMANDS

Environmental Conditions

Working conditions: Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.

Physical Effort: Position is physically comfortable; individual has discretion about walking, standing, etc.

Physical Risk: Work environment involves minimal exposure to physical risks.