

Enrollment Management

Administration					
Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
0528	Vice President for Enrollment Management	022	E	Leads, manages, and provides strategic direction and administrative oversight for enhancing student access and enrollment services. The Vice President participates in planning, budgeting, and policy development in support of the mission and goals of the university.	Individualized
2776	Assistant Vice President, Enrollment Services	020	E	Serves on the enrollment management senior executive leadership team. The Assistant Vice President of Enrollment Services is responsible for providing strategic leadership within the division with a focus on process improvement, customer service, readmission, retention, graduation, and constituent engagement. The Assistant Vice President of Enrollment Services will support the entire division by working collaboratively with the University's diverse stakeholders to develop, implement, and assess innovative approaches to supporting students in the enrollment and reenrollment processes, and partner with Student Success and Student Life as well as Academic Affairs to ensure timely graduation.	Individualized
2210	Manager, Enrollment Management Operations	016	E	Provides administrative and operational oversight to the Vice President of Enrollment Management. Performs a wide range of complex administrative duties. Serves as the representative for the Division of Enrollment Management. Provides coordination and liaison with senior executive staff on matters of interest to Vice President.	In-Range

Admissions

Undergraduate					
Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
2186	Interim Director, Admissions and Recruitment	020	E	provides leadership, direction, and management oversight. Further, the Director provides consultation and advice to administration and the colleges related to prospective undergraduate student recruitment and enrollment. The	Individualized
2330	Assistant Director, Undergraduate Studies	015	E	Develops and implements programs and strategies for undergraduate students. The Assistant Director advises, counsels, and assists undergraduate students with registration and the application process.	In-Range
2139	Associate Director, Undergraduate Recruitment	016	E	The Associate Director, Admissions Outreach manages the team that recruits prospective students through the enrollment funnel, guides them through the registration process, and assists them with securing plans for payment for classes.	In-Range
2159	Coordinator, Student Reclamation	013	E	Manages the team that recruits prospective students through the enrollment funnel, guides them through the registration process, and assists them with securing plans for payment for classes.	In-Range
2156	Student Reclamation Coach	012	E	Provides oversight to the recruitment of new students and assists students with their academic goals. Guide students through the enrollment process from applicant to enrolled.	In-Range
3153	Coord, Admissions Recruitment	012	E	Coordinates the operations and events of the admissions recruitment team.	In-Range
5020	Enrollment Counselor II	012	NE	Assists with developing and implementing strategies that address, maintain, and improve admission rates and increase enrollment numbers at the university.	Pre-Defined
5296	Enrollment Counselor I	010	NE	Provides high-level professional customer service to students, faculty, staff, and the community in the Office of Admissions. The Counselor serves as liaison for Enrollment Services and supervises student assistants in Admissions.	Pre-Defined



CAREER LADDERS - ENROLLMENT MANAGEMENT (DTB)

5339	Admissions Counselor	011	NE	Provides assistance to incoming freshman and transfer students with the process of applying to UHD, answering questions and providing information as necessary.	Pre-Defined
5113	Admissions Recruiter	011	NE	Supports enrollment efforts by providing admissions information to prospective students and recruiting for admission into the university.	Pre-Defined

Graduate/International

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
2331	Assistant Director, International Admissions	015	E	Leads the International Admissions Office in achieving the school's enrollment goals and targets. The incumbent assists all prospective, newly admitted, and current international students throughout the application process.	In-Range
5060	Coord, Graduate Services	013	NE	Serves as first point of contact for graduate students and provides information regarding various programs options within a college. Provides student support by moving them through the various stages of the graduate admissions process.	In-Range
2454	Coord, Graduate Admissions	013	NE	Promotes the University's graduate programs and facilitates the enrollment of students. The position is responsible for recruiting and retaining graduate students in collaboration with the colleges. Communicates with prospective graduate services and participates in activities involving projection of the University's image to the public.	In-Range
5090	Coordinator, International Admissions	013	NE	Provides support, guidance, and immigration advice to prospective and current international students, as well as assisting with the recruitment of international students, at all times complying with government and international regulations.	In-Range
3152	Senior Coordinator, Graduate Services	013	E	Supports MBA recruiting and admissions efforts by assisting applicants through the graduate admissions process.	In-Range
5338	Grad & Intl Admi Enrol Analyst	010	NE	Processes graduate and international admissions, provides customer service, maintains student records, and monitors and enters data into databases and systems.	In-Range

Veteran's Services

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
3453	Dir, Veterans Services	016	E	Directs, plans, and organizes all veteran's services initiatives. The Director of Veterans Services sets and leads the department vision, goals, and objectives for the department. The Director of Veterans Services reports to the Dean of Students.	Individualized
5010	Coordinator, Veterans Services	012	NE	Provides customer service to members of various branches of the military, Veterans and military affiliated students, trouble shoots problems with registration, eligibility requirements and payment of benefits. The Coordinator is responsible for recruiting and advising prospective Veteran Students.	In-Range

Student Records

Records

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
2445	University Registrar	018	E	Serves as a member of the Enrollment Management leadership team and is responsible for oversight the university's Registrar's Office and reports to the Assistant Vice President for Enrollment Management.	Individualized
2474	Assistant Registrar, Records, Registration and Reporting	014	E	Manages the Registrar's Office and the staff associated with core operational functions, including registration, academic records management, and maintenance of the processes for the equitable and consistent administration of policies and procedures as they relate to registration and academic record keeping.	In-Range
2442	Coord, Student Records & Reporting	012	E	Responsible for supporting the Registrar's Office in daily operations, management and maintenance of student records and reporting. This position is also responsible for special projects, such as implementing automated processes.	Pre-Defined
5250	Coord, Records	011	NE	oversees administration and workflow of the department's record maintenance while ensuring data integrity and following record retention and disposal guidelines.	Pre-Defined
5093	Records Analyst	010	NE	Maintains responsibility for student records processes for the department, including interpreting university policies and procedures for students, faculty, and staff. The Analyst provides and manages a diverse range of support activities for the department	Pre-Defined
5091	Specialist, Records	009	NE	Coordinates imaging projects and processes student records requests.	Pre-Defined
5293	Specialist, Imaging	009	NE	Converts paper documents into digital files for permanent storage in an electronic database.	Pre-Defined

Articulation and Matriculation

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
2271	Associate Registrar, Articulation and Matriculation	015	E	Oversees the intake and processing of admissions documents through the articulation of transfer credits and reviews of additionally submitted documents and determines the admissions decisions of undergraduate applicants. The Associate Director oversees the proper software setup via Peoplesoft and Apply Texas Application.	In-Range
2010	Coordinator, Articulation and Matriculation	012	E	Resolves complex issues related to the Articulation and Matriculation unit. Assists in resolving misrouted requests, complaints, time-sensitive requests, and other sensitive matters related to this area. Ensures delegated items and tasks are carried out appropriately and efficiently by the Articulation and Matriculation team.	Pre-Defined
5364	Specialist, Articulation and Matriculation	010	NE	Processes, evaluates, analyzes, and executes transfer credit coursework for new, transfer, and currently enrolled students for admissions and graduation purposes.	In-Range

Process Planning

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
2476	Director, Academic Scheduling and Integrated Services	016	E	Promotes productivity, collaboration, and effectiveness within and between all sections of the Registrar's office. The Director evaluates processes, develops plans for improvement, and assists and advises the Registrar and senior administrators on key policy initiatives.	In-Range



CAREER LADDERS - ENROLLMENT MANAGEMENT (DTB)

2338	Assistant Registrar, Degree Audit and Graduation	014	E	Oversees the daily management of the Registrar's Office staff, processes, and technology associated with degree audit, graduation, and program and catalog development and maintenance.	In-Range
5015	Coordinator, Degree Audit and Graduation	012	NE	Coordinates the degree audit process in collaboration with various colleges for undergraduate and graduate programs, minors and certificates. The Coordinator supports the academic standing review process and provides support to students. It also coordinates the graduation process assigned by various colleges and provides administrative support.	Pre-Defined



CAREER LADDERS - ENROLLMENT MANAGEMENT (DTB)

Testing

Testing Operations

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
2269	Dir, Testing Services	016	E	Oversees all operations pertaining to testing services at the university, including planning, developing policies and procedures for test administration, scoring, reporting, and security for academic and surrounding community testing and certification needs.	Individualized
3803	Assistant Director, Testing Services	014	E	Ensures the department has all of the necessary training and tools needed to operate and offer a smooth testing experience for all parties involved. The Assistant Director works closely with the Director, Testing Services to oversee the day to day operations of the department.	In-Range
5070	Spec, Testing II	011	NE	Assists with the coordination of all testing services activities, including, but not limited to, administering tests, monitoring all aspects of the daily testing sessions, and ensuring test security and confidentiality.	Pre-Defined
5545	Spec, Testing I	010	NE	Assists with the coordination of all testing services activities, including, but not limited to, administering tests, monitoring all aspects of the daily testing sessions, and ensuring test security and confidentiality.	Pre-Defined