UNIVERSITY OF South Carolina
JOB DESCRIPTION

Job Purpose:
Under the supervision of the Senior Vice Chancellor for Academic Affairs, the Associate Vice Chancellor for Enrollment Services/Director of Admissions is the chief admissions and enrollment officer for USC Upstate. The admissions component is responsible for effective recruiting, admission and enrollment of new students. The director manages all aspects of the undergraduate admissions, participates in setting goals and provides leadership in establishing policies and procedures to accomplish enrollment goals under the standards set by Faculty Senate. The Enrollment Services component of the position provides guidance and direction for the financial aid and records office. The AVC also advises university officials regarding recruitment, enrollment and scholarship strategies.