THE UNIVERSITY OF TEXAS AT AUSTIN
Office of Admissions

Assistant Director of Admissions (Director, Valley Admissions Center)

The Office of Admissions seeks highly qualified candidates interested in serving as the Director of the Valley Admissions Center, a satellite office for the UT Austin Office of Admissions. This position is located in Harlingen, Texas.

The successful candidate will manage the daily operations, including the planning and designing of programs and recruitment events, purchasing, budgeting, monitoring performance, and reporting and assessment of all activities. Hire, train, supervise and evaluate a staff of three full time employees.

Please click on the link below to view a full position description:

https://utdirect.utexas.edu/apps/hr/jobs/nlogon/130607010399

If you are interested in this position and meet all the required qualifications, please apply online by uploading your resume, letter of interest, and list of three references using the blue "Start application process" link in the job posting.

You must apply online to be considered for the position, paper materials will not be accepted.

The University of Texas at Austin is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, citizenship status, Vietnam era or special disabled veteran's status, or sexual orientation. Under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, disability accommodations will be provided, as needed.