Title: Admissions Officer

Pay Scale Group: 14-H

Essential Function

Under general supervision from a designated administrator, implement and explain University admissions policies. Evaluate admissions applications.

Characteristic Duties

Meet with prospective students and their parents; respond to phone and written inquiries;

Implement and explain University admissions policies and procedures and answer questions on academic programs and campus life;

Evaluate applications for admission and make admission decisions within established guidelines;

Meet with secondary school and community officials to promote the University admissions program;

May coordinate a specialized recruitment area such as student tour guides, telecounseling, campus visits, minority outreach, high-achievers outreach, visitor center activities, etc.;

Coordinate special recruitment programs for ethnic students, honors students, and international students with Associate and Assistant Directors; coordinate student recruitment for assigned geographic area (i.e., CCM positions require extensive travel);

Maintain records and prepare ad hoc and periodic reports as required; generate reports and assist in analyzing and interpreting data;

Attend state and national professional meetings;

May provide direct supervision to exempt and non-exempt staff (i.e., training, hiring/firing, performance evaluations, disciplinary action, approve time off, etc.);

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor’s degree in related area with one (1) year experience; -OR- Associate’s degree with three (3) years experience; -OR- five (5) years experience. Experience must be in university admissions and/or counseling high school or college students or related field. Experience may also require at least one (1) year supervision. Some positions may require a valid driver’s license and/or passport.
Last updated: September 2010