**Classification Specification for Unclassified Service**

**Title:** Sr Admissions Officer

**Pay Scale Group:** 15 D

**Essential Function**

Under general supervision from a designated administrator, plan and coordinate special assignments, and explain University admissions policies. Evaluate admissions applications.

**Characteristic Duties**

Explain University admission policies and procedures, answer questions to specific academic programs through written correspondence or meet with prospective students and their parents, secondary schools, colleges or community officials;

Evaluate applications for admission and recommend action within established guidelines;

Assist in the development of admissions policies and procedures;

Implement procedural changes associated with admissions programs;

Assist with the coordination of recruitment activities carried out by staff and faculty in the various colleges;

Coordinate Admissions Officers recruitment follow-up activities;

Plan and coordinate special recruitment programs for ethnic students, veterans, and international students;

Maintain records and prepare ad hoc and periodic reports as required;

Train new Admissions Officers in conjunction with the Associate Director;

Coordinate student recruitment for assigned geographic region;

Attend state and national professional meetings;

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

Perform related duties based on departmental need.

**Minimum Qualifications**

Bachelor's degree with three (3) years’ experience; -OR- Associate's degree with five (5) years’ experience; -OR- seven (7) years’ experience; experience must be in university admissions and/or counseling high school or college students. Experience may also require at least one (1) year supervision. A valid driver's license is required.
Job Unusual Working Conditions

Some positions may require the ability to transport recruitment materials up to 40 pounds; work occasional evenings and weekends, and include some overnight travel.

Last updated: March 2010