



Job Title	Graduate Admissions Coordinator	Job Code	ES0128
Pay Plan	A&P	Pay Grade	16
Union	Non-Union	Union Code	0
Job Family	Enrollment Services	Subfamily	Admissions

Job Family & Subfamily Summary

Enrollment Services Professionals participate in activities related to academic admissions, registration, financial aid services, and orientation for current and potential university students.

Admissions Professionals recruit, evaluate, and participate in the selection of candidates for admission. Coordinate with all organizations and individuals involved in the admissions process. Advise applicants and parents about educational planning.

Job Summary

Supports recruitment efforts locally and nationally. Processes applications, reviews and evaluates credentials, and provides customer service.

Representative Duties

1.
 - Advises Graduate students on admissions requirements and enrollment
 - Reviews and evaluates applications to ensure minimum qualifications are met
 - Coordinates and conducts M.A. and PhD orientations in conjunction with advisors
 - Attends recruitment fairs and maintains recruitment materials
 - Maintains student admission, enrollment, and assessment records
 - Assists students with override forms and registration
 - Evaluates student degree audits
 - Processes and tracks assessment for thesis/dissertation for M.A. and PhD students
 - Administers exams and surveys
 - Provides graduation data to department directors for reporting purposes
 - Assists in the planning, coordination and execution of program events and interviews
 - Provides customer service and additional office support

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
2+ years of relevant work experience OR 0+ years of relevant work experience with a Master's degree		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.