



<b>Job Title</b>	Graduate Admissions Specialist I, II	<b>Job Code</b>	ES0119, ES0120
<b>Pay Plan</b>	USPS	<b>Pay Grade</b>	15
<b>Union</b>	AFSCME	<b>FLSA Status</b>	Exempt/Non-Exempt
<b>Job Family</b>	Enrollment Services	<b>Union Code</b>	022
		<b>Subfamily</b>	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**

Assists in the recruitment, admission, and enrollment of students to a graduate program at the university.

**Representative Duties**

1.
  - Provides front-line customer service to current and prospective students as well as faculty and staff
  - Responds to email and phone inquiries
  - Represents the university by conducting information sessions for prospective students and parents
  - Reviews, calculates, evaluates, and makes determinations on applications for admission to UCF
2.
  - Assists in the planning, organizing, and implementation of all other recruitment activities
  - Investigates and resolves issues relating to admissions
  - Complies and maintains student application and enrollment data records

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	High School Diploma or Equivalent	
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
See Level Addendum below		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

## Level Addendum

*Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.*

### Level I

- 4+ years of relevant work experience
- Work is closely supervised
- Problems faced are not typically difficult or complex
- Explains facts, policies and practices related to job area

### Level II

- 6+ years of relevant work experience
- Works independently with general supervision
- Problems faced are difficult but typically not complex
- May influence others within the job area through explanation of facts, policies and practices

**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.**