



Job Title	Student Admissions Counselor I, II, III	Job Code	ES0124, ES0126, ES0132
Pay Plan	A&P	Pay Grade	15, 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

Reviews and evaluates admission applications, academic credentials and calculate high school and college grade point averages for applicants. Communicates with students, parents and guidance counselors over the phone and via in-person meetings. Assists in the planning, organizing and implementation of recruitment activities, open houses, college fairs and high school visits. Represents the university at public and private high school/college visitations.

Representative Duties

1.
 - Travels to various counties for high school visits and county fairs representing the university
 - Provides daily presentations and one-on-one advising sessions
 - Renders admissions decisions on these applications
 - Schedules and coordinates group tours of the university
2.
 - Maintains accurate enrollment figures of targeted groups for university information and assists in providing annual reports
 - Serves as a liaison for key offices on campus

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
See Level Addendum below		
Additional Requirements		

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

- 2+ years of relevant work experience OR 0+ years of relevant experience with a Master's Degree
- Work is closely supervised
- Problems faced are not typically difficult or complex
- Explains facts, policies and practices related to job area

Level II

- 2+ years of relevant work experience OR 0+ years of relevant experience with a Master's Degree
- 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

Level III

- 4+ years of relevant work experience OR 2+ years of relevant experience with a Master's Degree
- Managing projects / processes, working independently with limited supervision
- Coaching and reviewing the work of lower level professionals
- Problems faced are difficult and sometimes complex

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.