

Spec. Code: 5xxx
Occ. Area: 01
Work Area: 000
Prob. Period: 12 mo.
Prom. Line: None
Effective Date: 12/01/18
Last Action: New

ADMISSIONS ASSOCIATE

Function of Job

Under general supervision, employees perform professional level duties involved in the coordination and administration of student admissions, records, and/or registration. Creates, maintains, and analyzes official student academic and admission records, such as transcripts, standardized test scores, correspondence, and update/approval forms. Requires an in-depth knowledge of the university, department, federal laws and regulations, and policies and procedures related to admissions, along with the ability to use good judgment and to exercise discretion in handling sensitive and confidential information. Performs recruiting functions and campus visits to area high schools and student recruitment fairs. Public relations skills are essential since these interactions may determine the student's choice to attend or remain at the institution.

Characteristic Duties and Responsibilities

An Admissions Associate typically:

1. creates, maintains, or updates academic records in complex data systems; screening, reviewing, verifying, and coding academic documents;
2. responds to inquiries, resolves issues regarding academic or admissions application documents, explains and interprets complex rules, regulations, and procedures with extensive interaction with prospective and current students, parents, and university faculty and staff;
3. determines recruitment efforts and initiatives; including the management of travel to various locations, preparation and delivery of information to students using a variety of formats, engage with students to assess educational interests, tailor educational plans, and market the university to prospective students;
4. provides leadership for the development, administration of admissions programs and special projects; including the various financial operations of the unit; manages or advises on budget preparation as required;
5. participates in managing resources; determines long-range planning, supervises staff activities, and sets priorities specific to operational areas or functions within the unit; sets goals and coordinates the recruitment, training, and management of work assigned to professional and support staff;

6. sets and interprets operating policies and processes for the unit; reviews, initiates programs and operations; establishes policies relating to utilization of office resources;
7. develops and provides management reports, data analyses, and information for administrative purposes; consults with admissions committees regarding complex application assessments; and acts as admissions point of contact with campus, agency and university departments;
8. serves as an ambassador of the university by demonstrating professional poise and expertise, possessing an awareness of appropriate public relations and image, exercises discretion and independent judgment when counseling students, evaluating course credits, and analyzing educational systems of other countries;
9. pursues professional development activities to expand knowledge and maintain currency of admissions trends and activities
10. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's Degree.
2. A total of two (2) years (24 months) in education, training and/or work experience in the area of specialization inherent to the position*.
3. Based on position requirements, additional education, training and/or work experience in the area of specialization inherent to the position, may be required.

*Note: Master's Degree in an area consistent with the duties of the position may be substituted for one (1 year) of work experience.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of admissions and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
2. Knowledge of the university, department, federal laws and regulations, and policies and procedures related to admissions.
3. Skill in identifying and analyzing information and evaluating results to choose the best solution and solve problems.
4. Skill in scheduling events, programs, and activities, as well as the recruitment of students.

5. Ability to exercise discretion in handling sensitive and confidential information.
6. Ability to work independently and exercise judgment in order to be able to analyze and investigate a variety of questions or problems.
7. Ability to communicate effectively, professionally, and collaboratively, both orally and in writing.
8. Ability to effectively plan, coordinate, assign, and/or supervise the work and activities of others.
9. Ability to work collaboratively and building strategic relations with colleagues, coworkers, constituents, and volunteers.
10. Ability to be detail oriented.
11. Ability to analyze and develop guidelines, procedures and systems to outline specific goals, plans to prioritize, organize, and accomplish tasks.
12. Ability to work effectively with staff, the public, and outside constituency groups.
13. Ability to utilize various computer software packages, such as word processing and proprietary database software with tables and queries, etc.