Faculty and Student Services Job Function

FSS Admissions Officer I
Grade: 55
Job Code: S0055P
Job Family: Admissions
Job Family Matrix: Admissions Matrix

Summary
Independently administer and implement university and/or department admissions policies and procedures.

Core Duties
• Recruit, evaluate, and make recommendations on the selection of candidates for admissions
• Perform pre and post admissions outreach; counsel admitted, denied and wait-listed candidates
• Coordinate onsite logistics for admissions events
• May assist in the administration of a specific project and/or program
• Develop relationships with secondary or university personnel, professional organizations, students, parents, alumni and secondary school staff
• Ensure compliance with university admissions policies and procedures and applicable legal rules and regulations with respect to students' rights to privacy

Basic Qualifications
• Bachelor's degree or equivalent work experience required
• Minimum of 1 year relevant work experience

Additional Qualifications and Skills
• Knowledge of Microsoft Office Suite, intermediate Excel skills
• Working knowledge of basic admissions principles
• Communication skills (both written and verbal), including specifically: the ability to make presentations to large groups of students, parents and alumni

Certificates and Licenses

Physical Requirements
• Sitting using near vision use for reading and computer use for extended periods of time
• Lifting (approximately 20 to 30 pounds), bending, and other physical exertion

Working Conditions
• Work is performed in an office setting
• Travel may be required
• May be required to work nights and weekends