

Faculty and Student Services Job Function

FSS Admissions Officer III

Grade: 57

Job Code: S0057P

Job Family: Admissions

Job Family Matrix: [Admissions Matrix](#)

Summary

Independently perform admissions activities including participating in the selection of candidates, creating admissions reports and analyzing data in accordance with university and departmental policies.

Core Duties

- Recruit, evaluate, and make recommendations on the selection of candidates for admission
- Counsel and advise prospective students regarding application process, degree programs and other inquiries; lead information and recruitment sessions
- Plan and manage and execute, domestic and international applicants; develop marketing strategies to attract applicants
- Develop presentations designed to promote the institution and attract potential students
- Assist in planning and implementing recruitment strategy to attract applicants
- Develop and analyze admissions reports and statistics; provide reports to management to assist with setting the strategic direction of the admissions function
- Develop relationships with university personnel, professional organizations, students, parents, alumni and secondary school staff
- Represent university as the spokesperson at high level admissions events and/or functions
- 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 5 years' relevant work experience

Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, advanced Excel skills
- Advanced knowledge of 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