

## Faculty and Student Services Job Function

### FSS Admissions Officer IV

Grade: 58

Job Code: S0058P

Job Family: Admissions

Job Family Matrix: [Admissions Matrix](#)

#### Summary

Facilitate admissions activities, serve as a subject matter expert, and provide analysis and reporting for the department in accordance with university and departmental policies.

#### Core Duties

- Recruit, evaluate, and make recommendations on the selection of candidates for admission
- Function as subject matter expert or project lead
- Counsel and advise prospective students regarding application process, degree programs and other inquiries; develop and lead information and recruitment sessions
- Collaborate with management to develop strategic goals for admissions
- Develop specialized admissions reports to track yields, trends, etc.; analyze data and make recommendations for use in strategic planning
- May provide coaching and staff training
- Develop relationships with university personnel, professional organizations, students, parents, alumni and secondary school staff
- Represent university at international, national and local events
- Assist senior management in formulating admissions policies and procedures; make recommendations to improve overall administration
- 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 7 years' relevant work experience

#### Additional Qualifications and Skills

- Master's degree in relevant field preferred
- 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, 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