

Faculty and Student Services Job Function

FSS Admissions Officer IV

Grade: 59

Job Code: S0059P

Job Family: Admissions

Job Family Matrix: [Admissions Matrix](#)

Summary

Lead admissions activities such as applicant evaluation and counseling, reporting and analysis and event planning 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
- Advise management on strategic goals for admissions
- Ensure accurate and timely admissions reporting and analysis for use in strategic planning; develop specialized and ad hoc reports to track trends, yields and metrics
- May provide coaching and staff training
- Develop and oversee market research; develop target audiences and advise on admissions profile
- Lead the development of programs and efforts to cultivate and maintain relationships with or university personnel, professional organizations, students, parents, alumni and secondary school staff
- Represent university at international, national and local events
- Identify areas for efficiency or improvement within existing policies and procedures; recommend improvements
- 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 8 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