Job Classification Specification

Admissions Associate 1

Position Summary

First level professional admission associate responsible for reviewing applications for preliminary admission decisions. Position may also assist with managing an assigned region or category to attract, recruit, admit and enroll prepared students to the University.

Develops competence by performing structured work assignments. Identifies a problem and all relevant issues in straightforward situations, assesses each using standard procedures, and makes sound decisions. Receives instruction, guidance and direction from others.

TYPICAL TASKS (These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.)

Reviews applications for admission and scholarships. Application material analyzed to University standards and guidelines include: application forms, high school transcript and GED results, ACT and SAT scores, tests of English proficiency such as TOEFL and IELTS scores, examination results, essays, and other materials.

Makes preliminary admissions decisions and prepares materials for admission committee final decision making.

Plans and participates in recruitment and enrollment activities, including: open houses, regional presentations, orientation programs, career days, regional and national college fairs, scholarship days, etc.

Delivers public presentations designed to promote the University.

Participates in the design of tailored recruitment plan for assigned territory to meet short-term and long-term goals.

Meets with perspective students and parents to provide individual counseling on educational options and alternatives.
**Operational Role**

Puts into effect what is required by defined job duties and clear objectives following established procedures and protocols; can alter the order in which work is performed but usually not the expected end result which can be improved, but not qualitatively changed.

**Scope of Measurable Impact**

Actions tend to facilitate work outcomes that meet general reporting requirements, internal checks and balances, regulatory guidelines, or similar results that promote the welfare of students, faculty and staff and safeguard the institution by providing necessary inputs to others in the form of information or finished materials.

**Independence and Decision-Making**

General supervision; progress/outcomes are frequently observed/reviewed; work is largely scripted by established procedures and guidelines.

**Complexity and Problem Solving**

Problems tend to be of limited scope and complexity, generally quickly and relatively easily resolved.

**Required Qualifications**

BA/BS or a combination of related education and work experience to equal four years; applies knowledge and skill to a recurring task or activity with emphasis typically on precision and timeliness of execution.

Effective TBD