**Admissions Coordinator I Standard Job Description**

**Classification Title:** Admissions Coordinator I

**FLSA Exemption Status:** Exempt

**Pay Grade:** 10

**Job Description Summary:**

The Admissions Coordinator I coordinates the planning, development, implementation, and/or recruitment of program. Reviews and evaluates applications for degree and professional certification studies using test scores, transcripts, and specific criteria as guidelines.

**Essential Duties and Tasks:**

**40% Communication and Student Support**

* Communicates with applicants regarding their admission status.
* Assists with registration by evaluating documents required for admissions.
* Maintains an efficient filing system, providing a source of information to students, faculty, and office visitors.
* Counsels current and prospective students and their families regarding admission procedures, major options, career objectives, degree plans, and academic status.
* Listens to the needs of current and prospective students and connects them with the appropriate student services.

**20% Admissions Process Coordination**

* Participates and assists with the admissions process coordinated by the Office of Student Affairs.
* Evaluates transcripts of prospective students and identifies missing prerequisite coursework.
* Assembles the admissions rank lists for interviews and admission offers.
* Maintains student records consistent with university policy and applicable privacy regulations.
* Uses systems to track applications and provide information for admissions reports.

**10% Recruitment and Outreach**

* Participates in the recruiting efforts of the Office of Student Affairs at various educational institutions.
* Develops relationships with advisors to encourage prospective student inquiries and applications.
* Provides information for recruiting reports and contributes ideas for improving recruitment efforts.

**10% Program Development and Evaluation**

* Assists the Assistant Dean for Student Affairs with updating the Student Handbook annually.
* Coordinates the planning, development, and implementation of the pharmacy admissions process.
* Reviews and evaluates applications for the professional degree program using specific admissions criteria as guidelines.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience

**Required Experience:**

* Three years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications.
* Knowledge of functions of higher education.
* Knowledge of recruitment and marketing.
* Strong verbal and written communication skills.
* Ability to present information clearly and concisely.
* Ability to use technology to track and process students through Graduate School Admissions processes.
* Ability to collect, write, and report various types of data sets.

**Additional Information**

 **Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**