**Admissions Coordinator II Standard Job Description**

**Classification Title:** Admissions Coordinator II

**FLSA Exemption Status:** Exempt

**Pay Grade:** 11

**Job Description Summary:**

The Admissions Coordinator II 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. Performs complex administrative and supervisory program work.

**Essential Duties and Tasks:**

**40% Admissions Communication and Counseling**

* Communicates with applicants regarding their admission status.
* Counsels and advises prospective students about admissions requirements, policies, status, and office programs via electronic delivery, in-person appointments, telephone, email, and mail.
* Works directly with applicants and their parents to resolve extenuating circumstances, complaints, appeals, and options for admissions concerns.
* Maintains records of these activities.
* Establishes working relationships with university departments, counselors, and advisors to enhance customer service and satisfaction.

**20% Program Planning and Coordination**

* Plans, implements, coordinates, monitors, and evaluates programs.
* Plans and coordinates campus and district events such as informational workshops, visitations and tours, college fairs, and industry visits to inform the public about educational opportunities.
* Assists in the design and coordination of events that elevate recruitment and retention efforts.
* Evaluates and makes recommendations for changes and improvements to program activities based on established best practices.

**10% Data Management and Reporting**

* Develops and utilizes computer reports in order to obtain data.
* Maintains a current manual for office and student information system operations.
* Maintains student information system, CRM, and other databases relevant to student records for accurate record keeping of all recruitment activity to ensure goals are met and compliance is maintained with records management, privacy, and office procedures.

**10% Staff Oversight and Development**

* Oversees the work of assigned staff and trains student workers.
* Assists in the development of policies and procedures.
* Performs other related duties as assigned.

**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.

**Required Education and Experience:**

* Bachelor's or equivalent combination of relevant education and experience may be substituted as appropriate.
* Four 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.

 **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**