**Regional Advisor I Standard Job Description**

**Classification Title:** Regional Advisor I

**FLSA Exemption Status:** Non-exempt

**Pay Grade:** 8

**Job Description Summary:**

The Regional Advisor I, under general supervision, develops and implements admission, financial aid, and early outreach strategies that enhance the identification, recruitment and enrollment of prospective students.

**Essential Duties and Tasks:**

**50% Recruitment and Matriculation**

* Learns and assists in identifying, recruiting and contributing to increasing the population of admitted and enrolled students in designated high schools and regions.
* Works directly with prospective students and parents through the entire admissions, scholarship, and financial aid application process.
* Follows-up on specific questions and troubleshoots or refers as needed.
* Assists and advises students regarding their financial aid status. Provides information on scholarships, loans, grants, and student employment.
* Makes referrals to the Aggie One Stop Shop.

**20% Customer Service**

* Learns and assists in coordinating with high school counselors to facilitate the admissions, financial aid, and scholarship application process.
* Assists with implementing recruitment activities such as campus trips, presentations, resource tables, application workshops and designated area projects. Travels to assigned area. Will be required to drive a university or other motor vehicle to travel to events.
* Assists in organizing and planning recruitment and financial aid early awareness programs for assigned areas.

**10% Job Knowledge**

* Develops knowledge of current federal, state and institutional policies, procedures and regulations pertaining to financial aid and admissions.
* Interacts with high school faculty, administration and staff to provide and exchange information and to enhance the counseling and advisement of students considering/planning on attending the University.

**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:**

* Bachelors degree or any equivalent combination of education and experience.

**Required Experience:**

* No experience required.

**Required Licenses and Certifications:**

* None

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

* Knowledge of higher education.
* Knowledge of word processing, spreadsheet, and database applications.
* Excellent oral and written communication skills.

**Additional Information**

**Machines and Equipment:**

* Computer
* Phone
* Vehicle
* Copier/Fax

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* Extensive travel required.
* Evening and weekend work required.
* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**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?**

[x]  **Yes**

[ ]  **No**