**Admissions Counselor I Standard Job Description**

**Classification Title:** Admissions Counselor I

**FLSA Exemption Status:** Non-exempt

**Pay Grade:** 7

**Minimum Pay:** $22.50

**Job Description Summary:**

The Admissions Counselor I, under general supervision, identifies, recruits, and contributes to increasing the population of admitted and enrolled students.

 **Essential Duties and Responsibilities:**

**50% Advising / Counseling**

* Learns how to and assists in counseling and advising prospective students about admissions requirements, policies, status, and office programs via in-person appointment, telephone, email, and mail.
* Works directly with applicants and their parents to resolve extenuating circumstances, complaints, appeals, and options for admissions denials. Maintains record of these activities.
* Travels in and out of state as appropriate. Will be required to drive a university or other motor vehicle to travel to admissions events.

**25% Admissions**

* Develops a working knowledge of university information, organization, opportunities, and policies.
* Learns how to and disseminates admissions information through special programs and assigned appointments.
* Represents the Office of Admissions and Records (OAR) in public speaking capacity both on and off campus to interested groups.
* Maintains a basic level of knowledge concerning admissions processing. Keeps current on relevant issues affecting admissions in the state and nation.
* Assists in tracking student information documents, admissions requirements, and deadlines for all applicant types (Freshman, Transfer, International, Graduate, Readmit, Post-Baccalaureate, and Non-Degree Seeking).

**5% Professional Development**

* Serves on office committees as assigned. Attends state conferences. Represents OAR on campus, community, or state level.

**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 or any equivalent combination of education and experience.

**Required Experience:**

* No experience required.

**Required Licenses and Certifications:**

* None

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

* Knowledge in 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/printer

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* Travel required.
* Evening and weekend work may be 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?**

[ ]  **Yes**

[x]  **No**