**Admissions Counselor II Standard Job Description**

**Classification Title:** Admissions Counselor II

**FLSA Exemption Status:** Exempt

**Pay Grade:** 8

**Minimum Pay:** $45,000.00

**Job Summary:**

The Admissions Counselor II is responsible for assisting with the admissions application process, admissions counseling, application review and recruitment of admitted and enrolled students.

**Essential Duties and Responsibilities:**

**30% Advising / Counseling**

* Counsels and advises prospective students about admissions requirements, policies, application status and office programs via one-on-one advising appointments, phone calls, 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.
* Establishes working relationship with university departments, counselors, and advisors to enhance customer service and satisfaction.

**25% General Admissions**

* Maintains a high-level working knowledge of admissions and university information, organization, opportunities and policies.
* Disseminates admissions information through participation in special programs, and other assigned appointments.
* Represents the Office of Admissions in public speaking capacity both on and off campus to interested groups.
* Tracks student information documents, admissions requirements, and deadlines for all applicant types (Freshman, Transfer, International, Graduate, Readmit, Post-Baccalaureate, and Non-Degree Seeking).

**25% Special Programs and Recruitment**

* Participates in recruitment activities for designated area to include student and/or transfer admissions.
* Travels in and out of state as appropriate.
* Will be required to drive a university or other motor vehicle to travel to admissions events.
* Serves as a Liaison to colleges and departments within the university as well as participating Texas A&M System Institutions.

**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:**

* One year of advising, recruiting or related experience.

**Required Licenses and Certifications:**

* None

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

* Excellent interpersonal skills, oral and written communication.
* Knowledge of admissions functions of higher education.
* Ability to multitask and work cooperatively with others.

**Additional Information**

**Machines and Equipment:**

* Computer
* Phone
* Vehicle
* Copier/fax/printer

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* Extensive travel may be required.
* Evenings and weekend work may be required.

**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**

**No**

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

**Yes**

**No**