**Regional Advisor II Standard Job Description**

**Classification Title:** Regional Advisor II

**FLSA Exemption Status:** Exempt

**Pay Grade:** 9

**Job Description Summary:**

The Regional Advisor II, under direction, develops and implements admission, financial aid, and early outreach strategies that enhance the identification, recruitment and enrollment of prospective students. Serves as mentor and trainer for other staff and serves as lead on select recruitment programs.

**Essential Duties and Tasks:**

**50% Recruitment and Matriculation**

* Identifies, recruits, and contributes 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.
* Coordinates and implements 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.
* Organizes, implements, and reports on programs/projects.
* 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**

* Coordinates with high school counselors to facilitate the admissions, financial aid, and scholarship application process.
* Develops, implements, and manages recruitment and financial aid early awareness programs.
* Conducts presentations and work at resource tables as requested to include local, state and regional conferences.
* Establishes community contacts in select areas in the market or region.
* Develops working relationships with university agencies, departments, counselors and advisors to enhance customer service and satisfaction.

**5% Job Knowledge**

* Maintains knowledge of current federal, state and institutional policies, procedures and regulations pertaining to financial aid and admissions.
* Attends local and state workshops and conferences; may serve on university, divisional and departmental committees.

**5% Leadership**

* Serves as a mentor and assists in the training of subordinate advisors regarding admissions and financial aid rules, regulations, policies and procedures, as well as how to develop and maintain relationships in high schools and community agencies.

**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 degree.
* Two years of related experience in student services, admissions, recruitment, or financial aid.

**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.
* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer
* Phone
* Vehicle
* Copier/Fax

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* Extensive travel required.
* Evening and weekend work 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**

[x]  **No**

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

[ ]  **Yes**

[x]  **No**