**Senior Regional Advisor Standard Job Description**

**Classification Title:** Senior Regional Advisor

**FLSA Exemption Status:** Exempt

**Pay Grade:** 11

**Job Description Summary:**

The Senior Regional Advisor, 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. Serves as an information resource, support and backup leadership and provide leadership in managing recruitment and training programs.

**Essential Duties and Tasks:**

**50% Recruitment and Matriculation**

* Serves as a lead advisor 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.
* 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.
* 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.
* Develops, implements, and manages recruitment and financial aid early awareness programs for Service assigned areas.
* 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.
* Collaborates with outside organizations and constituent groups to involve them in recruitment activities (eg; Texas A&M Hispanic Network, Aggie Clubs, Aggie Mom's Clubs, and Black Former Student Network).

**5% Job Knowledge**

* Maintains knowledge of current federal, state and institutional policies, procedures and regulations pertaining to financial aid and admissions.
* Serves as a resource to other advisors.
* Attends local and state workshops and conferences.
* Serve on university, divisional and departmental committees.
* Compiles data and generates reports.
* Assists with preparation and implementation of recruiting, travel, and event budgets.

**5%: Leadership**

* Serves as a lead mentor and assists in the training subordinate advisors.
* Assumes leadership roles in local, state, regional and national professional associations and committees.
* Assists in training and coordinating staff development.

**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 or any equivalent combination of education and experience.
* Four 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 financial aid programs and federal regulations relating to student financial aid.
* Excellent oral and written communication skills.

**Machines and Equipment:**

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

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* Extensive travel required.
* Evenings 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**