



DATE ISSUED: 04/09

FLSA: Exempt

PTO: VCS

JOB DESCRIPTION

TITLE

Admissions Counselor I

JOB SUMMARY

Represents Texas Woman's University accurately, personably and effectively to all of its various constituents. Works to facilitate the implementation of policies, practices and programs, which will enable the university to achieve enrollment projections. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director and Associate Director of Admissions

Supervises: May supervise student assistants

PRIMARY DUTIES - *May include, but not limited to the following:*

Represents the university to the general public through scheduled presentations at the university, secondary schools, community/junior colleges, and College Fairs.

Participates in several evening and Saturday programs during the fall and spring.

Recruits students from Texas high schools and community colleges.

Develops and maintains relationships with high schools, community colleges and other community programs which impact recruitment

Interviews and counsels prospective students and families.

Responds to emails, mail, phone and/or in person situations that require admissions guidance and/or counseling.

Develops and gives audience-appropriate presentations to University visitors and prospective students.

Follows up with prospective students in completing their application and assists them as needed through matriculation.

Organizes on-campus and off-campus recruitment activities in a selected geographical area.

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Develops and maintains relationships with high schools, community colleges and other community programs which impact recruitment.

ADDITIONAL DUTIES

Assists with data entry of prospective students.
Performs other duties as requested.

EDUCATION

Bachelor's degree required.

EXPERIENCE

A minimum of one year of job-related experience; preferably in the area of recruitment and/or admissions.

REQUIREMENTS

Valid Texas driver's licenses and a safe driving record such as required by the university for Driver's Authorization. A good driving record is required, as this candidate travels to and recruits students from Texas high schools and community colleges.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Knowledge of University policies concerning admission.
Competency using student information systems for statistical analysis and other computer technology applicable to functions of position.
General knowledge of academic programs requirements.
Working knowledge of office practices and methods.
Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
Ability to communicate effectively orally, by phone, in person, and in writing.
Ability to represent the department and University in a friendly, courteous, and professional manner.
Ability to use a personal computer and other office equipment.
Ability to operate a motorized vehicle for recruitment travel.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to drive a vehicle safely, and regularly lift and/or move up to 40 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye. May be required to sit for long periods of time.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. The employee is required to travel.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor. Ability to respond to emergency situations in a timely manner.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

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Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.