

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Undergraduate Admissions Counselor II  
Code: 13614  
Salary Grade: 58  
FLSA Status: Exempt  
Department/Division: Undergraduate Admissions/Division of Student Affairs  
Reports To: Senior Undergraduate Admissions Counselor

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## *Summary*

- **Function:** Identifies, recruits and contributes to increasing the population of admitted and enrolled students and/or responsible for program development and implementation.
- **Scope:** This position serves as a mentor to less experienced admissions counselors, coordinates some travel schedules and assignments, assist with recruiting plans, retention programs and/or UTSA admissions events both on and off campus.

## *Duties*

- **Typical:**
  1. Recruitment in assigned territory including high schools and colleges
  2. Manages a geographical territory including high schools and colleges
  3. Responsible for counseling & outreach for students and parents
  4. Coordinates with high school counselors to facilitate the application process
  5. Successfully implements recruitment activities such as campus trips, application nights and designated area projects
  6. Establishes community contacts in targeted areas
  7. Assists with coordinating area specific publications & event
  8. Travels to high schools, colleges and other learning institutions to publicize and explain admission requirements and financial aid information
  9. Develops working relationships with university agencies, departments, counselors and advisors to enhance customer service and satisfaction
  10. Represents Undergraduate Admissions in a public-speaking capacity both on and off campus and maintains records of these activities
  11. Works directly with applicants and their parents to resolve extenuating circumstances, complaints and appeals of admissions denials.
  12. Performs Financial Aid Outreach presentations
  13. Assists with the holistic and committee review process
  14. Assist with special retention programs

<p>15. Works directly with applicants and their parents to resolve extenuating circumstances, complaints and appeals of admissions denials</p> <p>16. Maintains a high level of working knowledge of university information, organization, opportunities and policies</p> <p>17. Represents Undergraduate Admissions in a public speaking capacity both on and off campus and maintains records of these activities</p> <p>18. Completes reports on programs/projects including publications, accommodations, itineraries, meals, speakers and records</p> <p>• <u>Periodic:</u></p> <ol style="list-style-type: none"> <li>1. Participate in committees across campus</li> <li>2. Represent Associate/Associate Director in campus activities when needed</li> <li>3. Participate in strategic planning and assessment for the department</li> </ol>
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***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's Degree from an accredited university	Master's Degree from an accredited university

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Demonstrated organizational, written, and verbal communication skills	N/A
Excellent interpersonal skills; organizational skills; ability to multi-task and work cooperatively with others.	
Criminal Background Check (CBC)	

***Experience***

<b>Required</b>	<b>Preferred</b>
Two years of full-time equivalent experience in admissions, recruiting, advising or related enrollment and/or student service experience.	Two years of higher education recruitment experience
Master's Degree can substitute for one year of experience.	

***Equipment***

<b>Required</b>	<b>Possible</b>
Personal computer and standard office equipment	N/A
Extensive travel required with personal car and/or company car	

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Regular office hours. Evening and weekend hours will be frequent	N/A

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision from the Senior Undergraduate Admissions Counselor or Associate/Assistant Director	Indirect supervision may be required

***Accuracy***

Proficiency in all phases of the duties performed.

***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.