

The University of Texas at San Antonio

Job Description

Job Title: Undergraduate Admissions Counselor I
Code: 13615
Salary Grade: 57
FLSA Status: Exempt
Department/Division: Undergraduate Admissions/Division of Student Affairs
Reports To: Senior Undergraduate Admissions Counselor

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 recruits new freshmen and/or transfer students to UTSA and assists 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
 15. Works directly with applicants and their parents to resolve extenuating

<p>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. Completes reports on programs/projects including publications, accommodations, itineraries, meals, speakers and records.</p> <ul style="list-style-type: none"> • <u>Periodic:</u> <ol style="list-style-type: none"> 1. Participate in committees across campus 2. Represent Associate/Associate Director in campus activities when needed 3. Participate in strategic planning and assessment for the department
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Education

Required	Preferred
Bachelor’s Degree from an accredited university	Master’s Degree from an accredited university

Other Requirements

Required	Preferred
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

Required	Preferred
One year of full-time equivalent experience in admissions, recruiting, advising or related enrollment and/or student service experience.	One year of higher education recruitment experience
Master’s Degree can substitute for required experience	

Equipment

Required	Possible
Standard Office Equipment	N/A
Extensive travel required with personal car and/or company car	

Working Conditions

Usual	Special
Regular office hours. Evening and weekend	N/A

hours will be frequent	
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Supervision

Received	Given
General supervision from the Sr. Undergraduate Admissions Counselor or Assistant/Associate Director	N/A

Accuracy

Proficiency in all phases of the duties performed.
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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.
