

The University of Texas at San Antonio

Job Description

Job Title: Senior Undergraduate Admissions Counselor
Code: 13616
Salary Grade: 59
FLSA Status: Exempt
Department/Division: Undergraduate Admissions/Division of Student Affairs
Reports To: Associate/Assistant Director Undergraduate Admissions

Summary

- **Function:** Functions as the Sr. Level position involved in identifying, recruiting and contributing to increasing the population of admitted and enrolled students and/or responsible for program development and implementation.
- **Scope:** This position serves as a mentor and/or supervisor to less experienced admissions counselors, coordinates some travel schedules and assignments, assist with developing and implementing recruitment plans, retention programming and/or UTSA admissions events both on and off campus.

Duties

- **Typical:**
 1. Supervises full-time, part-time and student employees either directly or indirectly, depending on area assigned. This includes performance evaluations, hiring, disciplinary processes, firing, mentoring and coaching and other related personnel issues.
 2. Manages a geographical territory (regional and/or local) and travels and recruits in assigned territory that includes visiting high schools and colleges and counseling and outreach to for students and parents. This includes establishing community contacts in targeted areas.
 3. Coordinates travel for Admissions Counselors I and II; Coordinates and implements recruitment activities such as campus trips, application nights and designated area projects.
 4. Works with high school counselors to facilitate the application process at UTSA
 5. Coordinates training and staff development for Undergraduate Admissions Counselors
 6. Develops working relationships with university agencies, departments, counselors and advisors to enhance customer service and satisfaction
 7. Represents Undergraduate Admissions in a public-speaking capacity both on and off campus and maintains records of these activities
 8. Coordinates and implements the holistic and committee review process as well as

<p>appeals and works directly with applicants and their parents to resolve extenuating circumstances, complaints and appeals of admissions denials.</p> <ol style="list-style-type: none"> 9. Coordinates and implements Financial Aid Outreach presentations 10. Coordinates and implements scholarship retention programs 11. Coordinates and works as primary contact at local community colleges (serving as admissions, financial aid and advising assistance to help make the transition from community college to UTSA). 12. Maintains a high level of working knowledge of university information, organization, opportunities and policies 13. Proposes, organizes, implements and reports on programs/projects including area publications and events, accommodations, itineraries, meals, speakers and records <ul style="list-style-type: none"> • <u>Periodic:</u> <ol style="list-style-type: none"> 1. Participate in committees across campus 2. Represent Associate/Assistant Director in campus activities when needed 3. Participate in strategic planning and assessment for the department

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
Three years of progressively responsible experience in admissions, recruiting, advising and/or related enrollment and/or student service with some supervisory and/or program and/or territory oversight experience.	Three years of experience in Higher Education recruitment

Equipment

Required	Possible
Standard Office Equipment	N/A

Extensive travel required with personal car and/or company car	
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Working Conditions

Usual	Special
Regular office hours. Evening and weekend hours will be frequent	

Supervision

Received	Given
Associate/Assistant Director of Undergraduate Admissions	Direct and indirect supervision to assigned staff members

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.
