

The University of Texas at San Antonio

Job Description

Job Title: Graduate Admissions Counselor I
Code: 13687
Salary Grade: 55
FLSA Status: Non-Exempt
Department/Division: Graduate School
Reports To: In accordance with specific departmental policies

Summary

- Function: To assist in the coordination and dissemination of professional knowledge, advice and counseling skills regarding the institutional graduate student admission process.
- Scope: Responsible for understanding the needs of students and interpreting admission rules and procedures to graduate students in an advisory capacity.

Duties

- Typical:
 1. Assists with carrying out strategies of the graduate admissions plan.
 2. Responsible for advising, problem solving, and counseling graduate students and parents regarding financial aid, registration, and admissions,
 3. Assists with application review, data entry, and processing.
 4. Replies to phone calls, correspondence and e-mail from graduate students and their family members.
 5. Coordinates, organizes and participates in programs and events both on and off campus.
 6. Reviews files, enters data, makes recommendations and tracks graduate student progress in the admissions process.
 7. Maintain student records and documentation.
 8. Evaluates and calculates transcripts and submits required reports for review.
 9. Performs other duties as assigned.
- Periodic:
 1. Prepares reports and evaluations.

Education

Required	Preferred
Bachelor's Degree from an accredited institution. Equivalent experience may be substituted on a year for year basis.	N/A

Other Requirements

Required	Preferred
Demonstrated ability to use tact, diplomacy and discretion in all matters.	Knowledge of University processes and procedures.
Criminal Background Check (CBC).	

Experience

Required	Preferred
None.	One year of experience working with students in an academic or advisory setting, preferably in higher education.

Equipment

Required	Possible
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Usual office conditions.	N/A
Significant travel is required.	

Supervision

Received	Given
General supervision and overall review of work product.	None.

Accuracy

Accurate evaluative judgment of admission and transfer applications.

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.