UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Admissions Advisor

DIVISION: Academic Affairs

REPORTS TO: Assistant Dean, Admissions

GRADE: 12

SUPERVISES: Support Staff

BASIC FUNCTION:

Carry out a full range of admissions activities; training; recruitment/outreach; interviewing; admissions decision-making; post admissions follow-up of prospective students to the University; and admissions programming such as high school counselor workshops, alumni representatives, faculty receptions, week-end information sessions and junior staff, etc. and major admissions program responsibilities assigned by the Assistant Dean which include supervision of junior professional and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Evaluate candidate credentials and make admissions decisions regarding candidate acceptance to the University; serve as liaison to appropriate campus departments for evaluation input and maintain related correspondence.

Interview and counsel individual candidates, parents and spouses concerning admissions procedures and guidelines, and respond, as required, telephonically and/or in writing.

Conduct, participate and train others in both in-state and out-of-state recruitment activities (e.g., college nights and fairs, yield parties, high school visits, alumni groups, faculty receptions, campus trips, etc.).

Develop and coordinate special admissions programming (e.g. high school counselor workshops, faculty receptions, week-end information sessions, etc.). Design and implement marketing plans and materials.
OTHER DUTIES AND RESPONSIBILITIES:

Develop workshops and other training activities to support the admissions office programming needs.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree required; master's degree preferred. Three to five years of experience in academic admissions, recruitment or admissions required. The following are also required: considerable ability in oral and written expression; successful supervisory experience; demonstrated management skills and initiative in approaching tasks; ability to organize work assignments for effective and expeditious completion; excellent interpersonal skills; ability to organize, coordinate and supervise support staff; willingness to travel; ability to interpret institutional policies, plans, objectives, rules and regulations and to communicate the interpretation to others. Must be able to prepare and present detailed studies and reports, including recommendations concerning the substance of the studies and reports. Must be able to prepare and deliver oral presentations before small, medium and large groups of people.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.