UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Admissions Officer
DIVISION: Academic Affairs
REPORTS TO: Assistant Dean, Admissions
GRADE: 10
SUPERVISES: Clerical support staff

BASIC FUNCTION:

Carry out a full range of admissions activities: recruitment/outreach; interviewing; admissions decision making; post admissions follow-up of prospective students; development and coordination of publications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Read and evaluate candidate credentials and maintain related correspondence.

Interview and counsel individual candidates, parents and spouses.

Conduct and participate in both in- and out-of-state recruitment activities (e.g., college nights and fairs, yield parties, high school visits, etc.).

Develop and coordinate recruitment literature designed to enhance admissions/retention efforts.

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. A minimum of one year of experience in Academic admissions and/or student-related work required. Must possess excellent interpersonal skills and be sensitive to cultural diversity. Must possess strong verbal and written communication skills. Must provide own transportation and be willing to travel extensively. Familiarity with the University's undergraduate programs preferred. Must be able to prepare and deliver oral presentations.

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