UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Admission Reader

DIVISION: Academic Affairs

REPORTS TO: Assistant Dean, Admission

GRADE: 9

SUPERVISES: Clerical support staff

BASIC FUNCTION:

Responsible for reviewing the freshman applications from an assigned territory, and for making admission decisions on those applications. Also responsible for regular Counselor-of-the-Day coverage, presentations at information sessions, assisting with recruiting events, and for representing the University at high school visits and college fairs throughout the northeast.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Read and evaluate applicant credentials and make admission decisions.

As part of Counselor-of-the-Day responsibilities, counsel individual applicants, parents and spouses.

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

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management and spreadsheet software. Valid driver’s license.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions. Lift boxes of informational material weighing approximately 35 lbs. each.
QUALIFICATIONS:

REQUIRED: Bachelor’s degree; Strong verbal and written skills required. Must possess strong interpersonal skills and be sensitive to cultural diversity. Must be able to prepare and deliver oral presentations. Must provide own transportation and be willing to travel extensively.

PREFERRED: Prior admission recruitment experience in a competitive college or university setting; familiarity with the University’s undergraduate programs.

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