

**Job Code: ... .101350**  
**Position #: (PSA) . (E)**  
**Developed by: CB; DS**  
**Reviewed by:.....LK**  
**Approved by:..... LK**  
**Date:.....12-4-2022**

**University of Rhode Island**

**Position Description**

**TITLE:** Admission Advisor, Finish What You Started and Performance Based Admission

**DIVISION:** Academic Affairs (Admission)

**REPORTS TO:** Associate Director of Admission for Special Populations

**GRADE:** 12

**SUPERVISES** Junior professional, clerical staff, and student staff.

**BASIC FUNCTION:**

Responsible for the recruitment and yield of undergraduate special populations, including Finish What You Started, Performance-Based Admission, Veterans, and URI online.

Review admission applications and make timely decisions, adhering to office policies and guidelines.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Promote the University and offer advice and guidance about the application and admission process to adult learners and their families, community organizations, and other educational partners.

Plan and execute new initiatives, partnerships, and community relationships that support the University's goals of increasing adult learners' enrollment and graduation rates.

Serve on various committees throughout the University in support of adult learners and special admission populations.

As a member of the Undergraduate Admission team, assist with admission recruitment events (including evening and weekend programs), information sessions, and counselor-on-duty responsibilities.

Provide training as necessary for other staff members with issues related to adult learners and the admission process.

Coordinate the Performance Based Admissions program.

Review files for nontraditional students, URI Online Communication recruitment and file review, recruiter/read files for CCRI.

Serve as special contact and be responsible for Veteran recruitment for this deserving population of students.

Create new initiatives, partnerships, and community relationships to support the University's goals of increasing the number of adult learners attending and graduating from URI.

With the launch of a degree completion center, regularly supervise traditional and non-traditional undergraduate and graduate students whose work supports the special populations' team students from inquiry to matriculation.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

Attend appropriate professional development conferences and workshops as required and as the budget allows.

Perform additional duties as required.

#### **LICENSES, TOOLS, AND EQUIPMENT:**

Laptops, printers, word processing, email, spreadsheets, and database software.

#### **QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree; minimum of five years of experience in a competitive admission setting, including recruitment travel and application review; demonstrated management and initiative in approaching tasks; demonstrated ability to organize work assignments for timely completion; demonstrated strong interpersonal and verbal communication skills; demonstrated proficiency in written communication skills; demonstrated ability to work with diverse groups/populations; willingness to travel domestically; willingness to work non-standard hours including evenings and weekends; demonstrated ability to understand and adhere to institutional policies; demonstrated knowledge of andragogy and demonstrated ability to prepare and deliver detailed reports and high- quality spoken presentations before small, medium, and large groups.

**PREFERRED:** Master's degree; and previous admission or enrollment management experience.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO  
REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITY**