

Job Code:.....100128J
Position#: (PSA)..... (E)
Developed by:.....CB, JH
Reviewed by:....DLJ, LK
Approved by:.....LK
Date:.....11/08; 10/18

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Admission Advisor
DIVISION: Academic Affairs (Undergraduate Admission Office)
REPORTS TO: Associate Director
GRADE: 12
SUPERVISES: Junior professional and clerical staff

BASIC FUNCTION:

Carry out a full range of admission activities including scheduling and participating in recruitment travel/outreach to designated territories, application review and admission decision-making, and assisting with on- and off-campus programming. Admission advisors maintain a significant role in one or more functional areas of the admission office, such as application review, operational functions, campus visit experience, marketing and communications, staff training and development, travel coordination, territory management, and management of special populations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist with the review of undergraduate admission applications. Evaluate applicant credentials and make admission decisions regarding acceptance to the University.

Participate in numerous weekend events including fall open house programs, spring admitted student Welcome Days, and Saturday Information Sessions.

Serve as counselor-on-duty and presenter of daily information sessions as part of the regular staff rotation.

Participate in training others in both in-state and out-of-state recruitment activities (e.g., college nights and fairs, and scheduling high school visits).

Responsibilities may include planning schedules for and overseeing temporary travelers or mentoring temporary application reviewers.

OTHER DUTIES AND RESPONSIBILITIES:

Attend professional development workshops and conferences when required.

Perform additional duties as required.

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LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; three to five years of experience in a competitive admission setting including recruitment travel and application review; demonstrated management skills 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; willingness to travel; demonstrated ability to understand and adhere to institutional policies, plans, objectives, rules and regulations; and, demonstrated ability to work with diverse groups/populations. Must be able to prepare and present detailed reports. Must be able to prepare and deliver high-quality spoken presentations before small, medium and large groups of people.

PREFERRED: Master's degree.

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