

Job Code:. 100129-S
Position #:(PSA).(E)
Developed by:....CB
Reviewed by:DLJ, LK
Approved by: ... LK
Date: 09/18

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Admission Officer
DIVISION: Academic Affairs (Admission Office)
REPORTS TO: Associate Director
GRADE: 10
SUPERVISES: support staff

BASIC FUNCTION:

Responsible for reviewing the first-year 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 in assigned territories. Assist with the work of one or more functional office teams, such as marketing and communications, campus visit experience, special populations, etc..

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Read and evaluate candidate credentials and maintain related correspondence.

As part of Counselor-of-the-Day responsibilities, counsel individual applicants and family members.

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 required.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum one year of prior admission recruitment experience in a competitive college or university setting; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated public speaking skills; Demonstrated supervisory experience (including students); and, Demonstrated ability to work with diverse groups/populations. Must provide own transportation and be willing to travel extensively.

PREFERRED: Demonstrated familiarity with the University's undergraduate programs.

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