

Class Code:...0129T-2018
Pos#: (PSA) (E)108783
Developed by:.....CB,BG
Reviewed by:CB,SG,LK,DLJ
Approved by:.....LK
Date:..06/15;07/16;10/18

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Admission Officer (International Agents)
DIVISION: Academic Affairs (Undergraduate Admission Office)
REPORTS TO: Dean of Admission and International Admission Advisor
GRADE: 10

SUPERVISES:

BASIC FUNCTION:

Assist in all aspects of the international admission process from pre-admission advising to application review, and execution of yield/matriculation initiatives. Coordinate and oversee the University's official agent network, including identifying and training agents to successfully represent the University of Rhode Island (URI) abroad. Plan and execute extensive international travel to territories assigned by the supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop, manage, and grow the University's agent network in strategic recruitment markets.

Provide training to international agents about the University's programs and admission policies.

Track numbers of applications derived from international agents and ensure proper commission is awarded.

Support the recruitment of qualified international and domestic freshman/transfer students from international territories.

Maintain regular communication with and advise international students and families throughout the admission cycle.

Plan/manage international recruitment trips within an assigned travel budget.

Build relationships with key high school guidance counselors and international agents.

Evaluate international applications, as assigned, and make admit/deny/waitlist/scholarship decisions in a timely fashion.

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Contribute to the development of marketing materials that appeal to international constituencies.

Maintain a working knowledge of trends and developments in the field of international admission.

Handle considerable and varied responsibilities in a fast-paced environment.

Display outstanding organization, time-management, and multi-tasking skills.

Work independently and as a member of a team.

OTHER DUTIES AND RESPONSIBILITIES:

Actively participate as counselor-on-duty in the Office of Admission.

Participate in admission events during the year, including, but not limited to: Open House, Welcome Days, and domestic guidance counselor visits.

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Valid passport; Valid driver's license; Minimum of two (2) years of experience working in an area of international education, such as an international admission office or international programs office; Willingness to travel for the purpose of international student recruitment; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated proficiency in cross-cultural communication; Demonstrated willingness to work evenings and weekends; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated proficiency in a language other than English; Demonstrated experience with international credential evaluation and non-US educational systems; Demonstrated familiarity with SEVIS and US immigration regulations; Demonstrated knowledge of social media; and, Demonstrated proficiency in computer software applications.

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