

Job Code:.....100791-A (Rev)
Pos #: (PSA)107901,107902,
107903, 107904 (NE)
Developed by:.....CB
Reviewed by:.....SG; DLJ
Approved by:.....LK
Date: 3/07;09/08;05/09;9/12;
7/14; 7/17; 10/18

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Admission Reader
DIVISION: Academic Affairs (Undergraduate Admission)
REPORTS TO: Associate Director
GRADE: 9
SUPERVISES: Clerical support staff

BASIC FUNCTION:

Responsible for reviewing the first-year student 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 as needed with projects/assignments related to all facets of campus visits and events, recruitment, application review, outreach to school counselors, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Read and evaluate applicant credentials and make admission decisions.
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.).
Work evenings and weekend as required.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management and spreadsheet software. Provide own transportation.

ENVIRONMENTAL CONDITIONS:

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

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency with written communication skills; Demonstrated ability to prepare and deliver oral presentations; and, Demonstrated ability to work with diverse groups/populations. Must provide own transportation and be willing to travel extensively. Demonstrated prior admission recruitment experience in a competitive college or university setting, which may include similar work experience as a college student.

PREFERRED: Demonstrated familiarity with the undergraduate programs at URI.

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