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Pos#: (PSA) (E)
Developed by:.....RS
Reviewed by:.....DLJ
Approved by:.....LK
Date:08/21; 05/16/22

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Regional Admission Officer, Virginia and Southern Atlantic Area
DIVISION: Academic Affairs (Undergraduate Admission)
REPORTS TO: Associate Director, Admission
GRADE: 10
SUPERVISES: N/A

BASIC FUNCTION:

Under the supervision of the Associate Director, provide a full-range of admission activities; including recruitment of, outreach to, and engagement of prospective new students in the Southern-Atlantic region, with the greatest emphasis on Virginia, District of Columbia, and North Carolina.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop a fall and spring travel schedule designed to maximize access to prospective students and to increase applications.

Develop a rapport with and coordinate special admission programming for independent counselors and high school guidance counselors in order to increase applications.

Provide counsel and personal follow-up on admission procedures and guidelines to both prospective students and admitted students in order to increase enrollment.

Review admission applications from this region, including evaluation of applicant credentials and making admission decisions regarding candidate acceptance to the University.

Collaborate with local Alumni Admission Representatives to maximize coverage and active participation at college fairs and other recruitment activities.

Travel to URI several times per year (for training, large-scale recruitment events, etc.)

OTHER DUTIES AND RESPONSIBILITIES:

Coverage of counselor on duty and other virtual office efforts.

Perform additional responsibilities as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management and spreadsheet software. Must provide own transportation. Must have residency in Virginia or Washington D.C.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of three years of progressively responsible recruitment and application review experience in the admission office at an accredited four-year college or university; Must provide own transportation; Willingness to travel; Willingness to work frequent evenings and weekend; Demonstrated ability to work independently; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated presentation skills; Demonstrated ability to build rapport with students, parents and counselors from diverse backgrounds; and, Demonstrated ability to work with diverse groups/populations. Must have residency in Virginia or Washington D.C.

PREFERRED: Master's Degree.

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