

## ADMISSIONS OFFICER I\*

### **Function of Job:**

Under general supervision of designated administrator, to perform duties relevant to the admission and counseling of students, resulting in the achievement of enrollment projections by the school/college/university.

### **Characteristic Duties and Responsibilities:**

1. Interview and counsel prospective and currently enrolled students and/or their parents to explain pertinent admissions policies/procedures; assist with course selection and answer questions on academic programs and/or campus life; make referrals to other campuses; advise on credentials.
2. Read, review, evaluate and process applications for admission, readmission or transfer, and rule on admittance within established guidelines.
3. Visit secondary schools and attend professional meetings, conducting group information sessions to promote and explain the admissions program.
4. Prepare and/or revise informational/promotional materials and forms related to admissions.
5. Participate in the development of admissions policies/procedures.
6. Recruit new students.
7. Consult with faculty and administrative staff of schools or departments on their particular admissions requirements.
8. Assist in the supervision of support staff and/or student admissions representatives, as assigned.
9. Assist with graduation, registration and conferences.
10. Perform special assignments and/or be responsible for special programs, as assigned.
11. Locate and coordinate assignment of faculty advisors.
12. Perform related duties, as assigned.

### **Minimum Acceptable Qualifications:**

1. Bachelor's degree and one year of related experience in a counseling/advising position.

### **Additional Desirable Qualifications:**

1. Familiarity with college, university or school admissions/graduation policies and/or student activities.
2. Valid Driver's license.

5/10/94 \_\_\_\_\_  
System Approval

5/10/94 \_\_\_\_\_  
Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**

---

\* Revised - original approved 7/29/76