

## ADMISSIONS OFFICER II \*

### **Function of Job:**

Under general supervision of Director or other designated official, to facilitate the development, implementation, and administration of admissions program for achievement of college/university enrollment objectives.

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

1. Represent the college/university to the general public through scheduled presentations on campus, at secondary schools, and at junior colleges, and through participation in college fairs and college nights.
2. Respond to inquiries and requests for information from secondary school personnel, students, parents, alumni, and other “friends” of the college/university.
3. Interview and counsel admissions candidates with special responsibility for those denied admission and the non-traditional candidate including the adult, the disadvantaged, the readmit who was suspended, excluded or dismissed from the college/university, and the applicant with emotional or health problems.
4. Review and evaluate applications for admission, readmission, and transfer, and make decisions on admittance based on established guidelines; evaluate transcripts from other colleges/universities for transfer credit.
5. Provide guidance and suggest educational alternatives to applicants denied admission.
6. Be responsible for directing a specific function within the Admissions Office, such as College Entrance Examination Board student search activity; recruitment travel program; development and revision of student recruitment literature, forms and publications; training of new admissions officers.
7. Supervise review of out-of-state freshmen and transfer applications to various schools or colleges as assigned.
8. Supervise special assigned programs including readmission to the college/university, admission to the Associate in Arts Degree Program, admission of the disadvantaged applicant, and deferred admission program.
9. Consult with faculty, deans, and administrative staff on various matters and/or problems concerning admissions program.
10. Assist with the initial training and ongoing supervision of selected professional and operating staff.
11. Represent the Admissions Office on special committees in absence of Associate Director or Director.
12. Assist Director in development and review of admissions policies and procedures.
13. Perform related duties as assigned.

**Minimum Acceptable Qualifications:**

1. Bachelor's degree and four years of experience in educational counseling/administration **or** Master's degree in counseling or related field and two years of experience in educational counseling/administration.

**Additional Desirable Qualifications:**

1. Familiarity with college/university admissions, graduation policies, and student activities.

7/31/84

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System Approval

7/31/84

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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 7/19/76 and revised 8/18/77.