

Admissions & Advising Specialist*

Function of Job:

Under general direction of assigned supervisor, develop and implement recruitment and admissions plans designed to attract assigned target population or for a specialized academic program area; evaluate applications and advise students; coordinate programs such as assistantships and fellowships; design and coordinate outreach services and associated events.

Characteristic Duties and Responsibilities:

1. Develop, implement, coordinate, and assess special events and projects related to recruitment and admissions programming designed to meeting goals for target admissions population.
2. Review applications and evaluate for admission, including transfer credits if required.
3. Provide initial program, admissions, academic, and career advising to prospective and newly admitted students in targeted population.
4. Coordinate assistance programs, such as graduate assistantships, fellowship programs, veteran educational benefits, and facilitate evaluation process for these programs.
5. Participate in the establishment and implementation of student recruitment strategies, resources, policies and procedures for assigned population.
6. Oversee and coordinate the faculty request and selection and student application processes.
7. Develop and implement outreach programs, such as open houses, information sessions, and orientations; make presentations at such programs, and enlist faculty, students, and/or alumni, as appropriate, in various recruitment programs.
8. Create resource and promotional materials designed for targeted population and serve as its main resource.
9. Monitor the quality of the program through research, evaluations, and discussions with students, faculty, staff, and other as needed.
10. Hire, train, supervise, and evaluate staff and/or volunteers as assigned.
11. Provide analysis of statistical data and program reports as needed.
12. Participate in institutional professional development and training.
13. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Master's Degree in Education, Management, or related area and two years of related experience.
2. Experience in marketing, communications, public speaking, and/or event planning.
3. Supervisory skills.
4. Computer skills as required by department.

Additional Desirable Qualifications:

1. Supervisory experience.

9/12/2010
System Approval

9/12/2010
Effective Date

*Revised – original approved as Admissions Specialist 7/13/09

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.