

Sam Houston State University Human Resources

Staff Classification Description – Admissions Counselor

Skill Category: Professional

Position (Employee) Class: 3N591 (E1)

Grade: 9

Date: 08/2017

Department: Office of Undergraduate Admissions

Educational & Experience Requirement: Bachelor's degree. No experience required. Knowledge of Sam Houston student recruitment activities, admissions policies, and university procedures would be helpful. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Responsible for translating the goals and values of the University to all categories of prospective students. Participates in those activities involving the projection of the University's image to the public, assisting the student's transition into the University, keeping the University aware of changing characteristics of students, and securing for the University the students who can best profit from the educational opportunities offered by the University.

Supervision Given & Received: Supervision given to student workers and supervision received from the Director and the Assistant Director of Undergraduate Admissions and Recruitment.

Primary Responsibilities: Responsible for participating in the total academic student recruiting program. Reviews applications for admissions and makes decisions on admittance or denial to the University. Visits high schools, junior/community colleges, organizations, etc. **as required**, as part of the total student recruiting effort. Assists academic departments in the recruitment of students by forwarding names of prospective students interested in their area. Assists in identifying and contacting academically superior students. Provides telephone calls and follow-ups to prospective students. Assists in developing marketing techniques for the recruitment of students. Makes contact with former students and with student organizations to assist in academic recruiting. Assists in coordinating campus visit requests and tours of the campus by potential students and parents. Performs other related duties as assigned.

May assist with the Saturday visitation programs (planning and implementing the programs, designing the information brochures, marketing the program, training and supervising student counselors, preparing all literature to be given to participants, planning all program activities, and evaluating the program).

Other Specifications: Computer skills strongly desirable. Regular contact with prospective students, parents, alumni, other state agencies and officials, junior/community college officials, and high schools and their officials. **May** require extensive travel during the fall semester (from the middle of September, through the middle of December). Also **may** require some weeks of travel during the spring semester. The incumbent must be reliable, personable, and exhibit a positive image for the department and University. Must also possess the ability to communicate effectively with a varied range of visitors and work in a high traffic area with several distractions.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.