

## Sam Houston State University Human Resources

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### Staff Classification Description – Admissions Analyst III

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**Skill Category:** Technical/Para-Professional

**Position (Employee) Class:** 4N988 (N1)

**Grade:** 13

**Date:** 12/2016

**Department:** Office of Admissions

**Educational & Experience Requirement:** Bachelor's degree in a related field. A minimum of three years relevant work experience. Experience in a university admissions office is desirable. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Performs complex duties analyzing academic records of students to determine admission eligibility to the university for the Office of Admissions.

**Supervision Given & Received:** Works under minimal supervision, may provide instruction and direction to Admissions Analyst I and Admissions Analyst II positions.

**Primary Responsibilities:** Examines academic records of students to determine eligibility of incoming students to include freshmen, transfer, returning, and international students for admission to the university. Receives, codes, verifies, and processes applications and related documents. Studies course prerequisites, degree equivalents, and accreditation of schools, and computes grade point averages to establish student qualifications for admission. Evaluates transcripts and third party evaluations to determine transferability of courses for domestic and international students. Manages requests from academic colleges and Sam Houston State University (SHSU) departments for assistance and troubleshooting record issues. May utilize Ellucian BANNER student, Ellucian Recruiter, document imaging system, COGNOS report systems, and ApplyTexas application. May process decisions for admission as received from the graduate faculty. Ensures Southern Association of Colleges and Schools (SACS) and graduate catalog policy are followed. May evaluate various documents to determine resident status. May communicate with other departments, faculty members, and/or program advisors. Compiles data from various sources to generate reports. Works closely with the Director, Associate Director, and Assistant Director of Operations to develop new reports and internal policy procedures. Arranges and oversees work schedules and time management of analysts. Independent decision making and judgement is required. Ability to take on additional responsibilities while successfully completing regular requirements. Performs other related duties as assigned.

**Other Specifications:** Advanced understanding of both undergraduate and graduate level admissions processes is helpful. Use of computer, copiers, and other standard equipment common to most offices. Work requires a high degree of mental and visual attention. Moderately serious consequences or loss may result from errors in judgement. Work is performed mostly in a general office, semi-private office area with an almost absence of disagreeable working conditions. Work schedules may vary during peak work periods of admissions and registration. Regular contact with university staff.

**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.**