



Job Specification

Job Title: Admissions Coordinator I
BCAT Code: 510X FR
Pay Grade: G09

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Provides entry level and general admission support to a department to include processing and maintaining admission applications, scheduling, recruitment assistance, clerical assistance, and message center operations.

Examples of Duties

- Provides general information regarding admission requirements and policies to students and applicants.
- Audits application files and enters data into admission databases.
- Prepares and send correspondence on application status to students and applicants.
- Provides administrative support and coordinates advisory schedule.
- Provides training to student assistants
- Processes examination results for applicant files.
- Provides recruitment assistance as needed.
- Performs other entry-level admission duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of policies and procedures related to university admission.
- Knowledge of basic computer operation and software (spreadsheets, databases, and word processors).
- Ability to multi-task, pay attention to detail, train staff, and undergo light travel.
- Effective time management, customer service, and organizational skills.
- Effective oral and verbal communication with external and internal customers.

Minimum GSU Hiring Standards

A high school diploma and two years of related experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.