



Job Specification

Job Title: Admissions Coordinator II
BCAT Code: 510X FT
Pay Grade: G11

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

General Description

Provides professional level admission support, typically at the undergraduate level, in support of a department to include providing guidance and advice to applicants, supporting all aspects of admission, recruitment, and enrollment functions for the admissions committee or Director of Admissions, and supervising staff.

Examples of Duties

- Advises applicants on admission requirements and policies.
- Advises departmental members on the coordination of workshops and special projects.
- Reviews and processes applications for completeness and quality.
- Coordinates daily administrative operations of the admissions office.
- Compiles data and prepares various reports (qualitative and quantitative).
- Provides training to staff.
- Provides professional and administrative support to special departmental programs.
- Provides recruitment and enrollment assistance as needed.
- Performs other professional 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 undertake some travel.
- Effective time management, customer service, and organizational skills.
- Effective oral and verbal communication with external and internal customers.

Minimum GSU Hiring Standards

A bachelor's degree and one year 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.