



Job Specification

Job Title: Admissions Coordinator III
BCAT Code: 505X AN
Pay Grade: G13

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

General Description

Provides advanced level admission support, typically at the graduate level, in support of a department to include providing guidance and advice to applicants, managing the admission process, supporting all aspects and recommending advice on admission, recruitment, and enrollment functions to the admissions committee, Director of Admissions, and faculty, as well as supervising staff.

Examples of Duties

- Advises and counsels applicants on admission requirements and policies.
- Advises and recommends to departmental members on the coordination of workshops and special projects.
- Reviews applications for completeness and quality.
- Manages the admission process of the admissions office.
- Prepares various reports (qualitative and quantitative).
- Provides training to staff.
- Provides advanced level support to special departmental programs.
- Provides recruitment, enrollment, and admission services, especially for international students.
- Performs other advanced 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

Bachelor's degree and three 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.