



Job Specification

Job Title: Admissions Counselor I
BCAT Code: 410X AA
Pay Grade: G10

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

General Description

Provides guidance to applicants on admissions matters.

Examples of Duties

- Reviews and processes admissions applications.
- Advises applicants on admissions policies and requirements.
- Maintains applicant databases.
- Serves as a liaison between applicants and academic departments.
- Prepares reports for management on admissions issues.
- Assist in reviewing applications for admissions decisions.
- Determines transfer credits.
- Reviews petitions for residency.
- Processes applications and makes determinations of proper residency status.
- Participates in rationales for denials of residency petitions.
- Participates in recruitment activities.
- Maintains applicant files.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of university admissions requirements.
- Effective communication skills.
- Effective organizational skills.
- Ability to use independent judgment in making admissions decisions.

Minimum GSU Hiring Standards

Bachelor's degree; 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.