



**Job Specification**

**Job Title: Admissions Counselor II**  
**BCAT Code: 410X AC**  
**Pay Grade: G12**

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

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**General Description**

Provides guidance to applicants on admissions matters.

**Examples of Duties**

- Supervises and directs the work of others working in the admissions area.
- Reviews and processes admissions applications.
- Advises applicants on admissions policies and requirements.
- Reviews applications for admissions decisions.
- Determines transfer equations.
- Determines transfer credits.
- Reviews petitions for residency.
- Processes applications and makes determinations of proper residency status.
- Writes rationales for denials of residency petitions.
- Serves as a liaison between applicants and academic departments.
- Prepares reports for management on admissions issues.
- Assists in recruitment activities.
- Maintains applicant files.
- Maintains applicant databases.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Considerable knowledge of university admissions requirements.
- Considerable knowledge of programs offered by other institutions.
- Effective communication skills.
- Effective organizational skills.
- Ability to use independent judgment in making admissions decisions.
- Ability to supervise and direct the work of others.

**Minimum GSU Hiring Standards**

Bachelor's degree and two years 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.*