



Job Specification

Job Title: Admissions Counselor III
BCAT Code: 410X AE
Pay Grade: G14

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

General Description

Provides advanced level guidance, counseling, evaluation, event planning, and processing of applicant recruitment activities/functions for a department or office.

Examples of Duties

- Coordinates information sessions and event planning for a department's applicant recruitment/admission activities.
- Counsels various constituencies (student, staff, faculty, etc) on residency determinations and admission/recruitment policies.
- Develops, interprets, and adheres to admission policies and directives.
- Serves as liaison for department in recruitment/outreach programs.
- Assists applicants in resolving admission/recruitment issues.
- Facilitates the processing of all applicants (local and international applicants).
- Writes reports, trains staff, supervises, coordinates daily operations, and analyzes recruitment/admission activities.
- Recommends and advises department on admission and recruitment strategies.
- Performs other related 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, train staff, and undertake some travel, and use independent judgment.
- 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.