



**Job Specification**

**Job Title: Admissions Specialist**  
**BCAT Code: 510X AP**  
**Pay Grade: G09**

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

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**General Description**

Performs administrative work responsible for the maintenance and processing of admissions applications.

**Examples of Duties**

- Supervises lower level employees involved with maintaining admissions records.
- Processes applicant records for entry or re-entry.
- Monitors compliance with applicable policies and procedures.
- Counsels students and applicants concerning general admissions requirements.
- Audits pending files for completeness.
- Enters applicant data into computer database.
- Sends correspondence to applicant concerning application status.
- Assists with general administrative duties.
- Prepares academic standing correspondence.
- Coordinates the distribution of special reports to academic departments.
- Prepares quarterly applicant data reports.
- Processes examination results for applicants.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Knowledge of admissions policies and procedures.
- Knowledge of computer operation and software.
- Effective oral and written communication skills.
- Effective organizational skills.
- Effective time management skills.
- Ability to supervise others.

**Minimum GSU Hiring Standards**

High school diploma or GED and two years admissions 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.*