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

Examples of Duties
- Advises and counsels applicants on admission requirements and policies.
- Advises and supports departmental members with the coordination of workshops and special projects.
- Reviews applications for completeness and quality.
- Manages the admission process of the Admissions Office.
- Prepares qualitative and quantitative reports.
- Trains the 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 operations and software, such as spreadsheets, databases, and word processing.
- Effective time management, customer service, and organizational skills.
- Effective oral and verbal communication skills with external and internal customers.
- Ability to multi-task, pay attention to detail, train staff, and undertake some travel.

Minimum GSU Hiring Standards
Bachelor’s degree and three years of related experience; or a combination of education and related 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.