Georgia State University

Job Title: Admissions Counselor II

BCAT Code: 09JX02
Pay Grade: G12

Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Guides the applicants on admissions matters and assumes a supervisory role in Admissions.

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 the applicant files.
- Maintains the applicant databases.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of University admissions requirements.
- 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 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.