Job Title: Admissions Counselor III

BCAT Code: 09JX03  Effective Date: April 1, 2007
Pay Grade: G14   FLSA: Exempt  Revision Date: July 1, 2013

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, such as students, staff, faculty, etc., on residency determinations and admission/recruitment policies.
- Develops, interprets, and adheres to admission policies and directives.
- Serves as liaison for the department in recruitment/outreach programs.
- Assists applicants in resolving admission/recruitment issues.
- Facilitates the processing of local and international applicants.
- Writes reports, trains staff, supervises, coordinates daily operations, and analyzes recruitment/admission activities.
- Recommends and advises the 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 operations and software, such as spreadsheets, databases, and word processing.
- Effective time management, customer service, and organizational skills.
- Effective oral and verbal communication with external and internal customers.
- Ability to multi-task, train staff, and undertake some travel, and use independent judgment.

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.