Job Title: Admissions Specialist

BCAT Code: 09TX37  
Pay Grade: G09  
FLSA Status: Non-Exempt

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

General Description
Performs administrative work related to maintaining and processing admission applications.

Examples of Duties
- Supervises lower level employees involved in maintaining admission records.
- Processes the applicant records for admission or re-admission to the department or University.
- Monitors compliance with applicable policies and procedures.
- Counsels students and applicants concerning general admission requirements.
- Audits pending files for completeness.
- Enters the applicant data into computer database.
- Sends correspondence to the applicant concerning the 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 operations 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 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.