

UNIVERSITY OF SOUTHERN CALIFORNIA

Admissions Counselor I

Job Code: 137307

OT Eligible: **Yes**

Comp Approval: **1/1/2007**

JOB SUMMARY:

Counsels prospective students regarding university admissions policies and procedures. Reviews and evaluates applications and makes admission decisions.

JOB ACCOUNTABILITIES:

***E/M/NA % TIME**

- _____ _____ Makes admission decisions for undergraduate and/or graduate programs in accordance with admission guidelines.
 - _____ _____ Counsels applicants on admission policies and procedures. Evaluates and offers solutions to applicant problems and requests regarding admission. Applies transfer credit guidelines in review and assessment of applications as appropriate.
 - _____ _____ Communicates in person, by telephone and in writing with students about the status of admissions applications.
 - _____ _____ Schedules recruitment activities for assigned territory or targeted student population. Arranges high school and transfer center visits, college fairs and other recruitment events. Works with faculty, staff, alumni, students, and high school and community college teachers and counselors to coordinate recruitment efforts.
 - _____ _____ Reviews student records, inputs data, and generates letters and/or lists utilizing the student database.
 - _____ _____ Assists in the preparation of communications materials promoting admissions programs and activities, e.g., newsletters, bulletins, fact sheets and brochures.
 - _____ _____ Maintains currency on university policies affecting admissions and transfer credit evaluation.
 - _____ _____ Serves on departmental or university committees as requested and participates in special assignments or short-term projects as needed. May be designated to lead other staff in project work.
- Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY RESPONSE/RECOVERY:

Essential: No

Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor's degree
Combined experience/education as substitute for minimum education

Minimum Experience:

0 - 6 months

Minimum Field of Expertise:

Counseling skills and/or academic advisement experience

Skills: Other:

Analysis
Assessment/evaluation
Communication -- written and oral skills
Conflict resolution
Counseling
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Problem identification and resolution
Public speaking/presentations

Supervises: Level:

Supervises student, temporary and/or casual workers.

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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