Graduate Admissions Coordinator

Job Code 7223

**General Description**
Responsible for evaluating and processing applicant files for degree seeking graduate students.

**Examples of Duties:**
- Review applicant files for completion of required documents.
- Prepare admission recommendation packets for review by advisers.
- Review recommendation packets from advisers and send appropriate letter to students informing them of their admission status.
- Advise prospective students who do not meet regular admission requirements of available options.
- Provide clerical and administrative support for department.
- Represent Graduate College at job fairs and recruit new students.
- Assist with the Graduate Commencement ceremonies and new student orientation.
- Answer questions and direct students to various departments.
- Verify eligibility for registration and assist with problems.
- Process extended admissions.
- Proofread graduate catalog and addendum.
- Maintain Graduate College bulletin board.
- Oversee work of student workers.
- Review and approve graduate instructional assistant and graduate research assistant PCRs.
- Scan and index graduate college admission applications.
- May assist international students with the graduate admissions process.
- Assist in correcting admissions documentation in the student information system.
- May assist in processing post graduate and non-degree seeking admissions applications.
- May assist in the readmission of graduate student applications.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities**

**Knowledge of:** Basic office equipment and conversion chart; word processing and spreadsheet software and university student information system; Graduate College admissions requirements and policies; phone etiquette.

**Skill in:** Working with staff, faculty, students and general public to resolve problems; conflicts and answer questions.

**Ability to:** Comprehend, interpret, and retain complex technical material; prepare letters, memos and forms; perform basic math; supervise student workers effectively; prioritize work and do multiple tasks; maintain filing system; explain office procedures; understand job instructions,
**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**