Senior Graduate Admissions Coordinator

Job Code 7224

General Description
Responsible for processing completed files for admission.

Examples of Duties
Assist foreign students with their financial verification for visa status.
Revise and edit the Graduate Catalog and its Addendum.
Review foreign documents to validate their authenticity.
Review files on incomplete applications to verify that all required documents are in.
Send reminder letter to request missing documents.
Prepare admission packets for advisers.
Evaluate international application files.
Research validity of foreign educational institution and verify authenticity of documents submitted.
Review admission recommendations from department and determine acceptability.
Assist department and graduate advisers with answering questions and providing resources.
Direct students to appropriate departments and prepare extended admission packets.
Assist in answering the phones.
Direct students and the public during commencement.
Assist students at off-campus registration.
Edit Graduate Catalog and its Addendum.
Assist in preparation and proofing of office materials.
Enter student test scores.
Coordinate foreign student documents with the international office concerning student admission, visas, financial verification and immigration.
Discuss admission requirements with students
Forward applications for completion.
Trouble shoot application errors and research as needed.
May work suspense records and test scores to reduce duplicate information.
May assign or oversee the work of others.
May serve on university committees in support of the student information system.
Assist in testing and implementation of the student information system.
May update webpage.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Microsoft Office tools; GATO/html, basic office protocols and telephone etiquette.
Skill in: Working with other staff, faculty, students and the general public to resolve conflicts, problems or answer questions; communicating with students, staff and faculty; explaining policies and procedures concerning admissions; understanding job instructions or requests.

Ability to: Interpret, comprehend and read policies and materials used for research; verify academic credentials and foreign documents; prepare letters and memos; edit Graduate Catalog and its addendum; prepare and complete packets and other necessary documents; take phone messages; perform basic math.

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