Senior Graduate Admissions Specialist

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.
- Troubleshoot 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**