

## **Undergraduate Admissions Counselor**

### **Job Code 00001093**

#### **General Description**

Responsible for recruiting prospective students to Texas State through visits to high schools and two-year colleges, and counseling students and parents.

#### **Examples of Duties**

Conduct extensive travel to Texas high schools and community colleges to meet with counselors and prospective students and parents.

Schedule visits to high schools and community colleges.

Develop prospect files.

Identify and recruit academically talented students.

Counsel students and parents on the admission requirements and procedures.

Visit with prospective students in the college selection process and explain higher education admission policies.

Plan, execute, and evaluate on and off campus recruitment programs.

Monitor direct mail outs to high school, two-year colleges, and special target audiences.

Network with service and academic departments to keep abreast of changing academic policies.

Assist with the recruitment, training and monitoring of student volunteers to assist with recruitment activities.

Assist with the revision of admission publications and media presentations.

Assist processing staff with appeals and special admission programs.

Recommend admission action.

Collect and report statistical data on admissions and recruitment.

Perform other duties as assigned.

#### **Knowledge, Skills, and Abilities**

**Knowledge of:** state and federal regulations and State travel guidelines; discrimination laws; NCAA regulations; personal computers.

**Skill in:** interacting with diverse populations in different settings; counseling; layout and design; effective listening and time management; making presentations; determining eligibility of students.

**Ability to:** read and interpret manuals, detailed charts, graphs, reports, maps, student files; document interviews with students, publications, correspondence, and reports; perform basic math and complex statistics reports; work under pressure; organize; research, analyze, and evaluate information; prepare reports, review projects, and evaluate program effectiveness; drive a motor vehicle; travel on short notice.

**Educational Experience**

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**

Bachelor's degree.