Coordinator, Undergraduate Admissions

Job Code 50027976

General Description
Responsible for the recruitment of high ability prospective students to Texas State.

Examples of Duties
Coordinate and execute the recruitment and counseling of eligible, academically talented high school students by meeting with students and parents.
Plan, coordinate, execute, evaluate and report on top scholar recruitment programs.
Manage assigned territory by making high school visits.
Perform basic essential office tasks.
Review PAS files to make recommendations for admission decisions.
Build campus relationships with various offices and departments to promote recruitment of high ability students.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: determining the eligibility of applicants through evaluation of academic credentials or calculation of transferable grade point average.

Skill in: allowing students and parents to vent frustrations, listen for hidden meaning from prospective students regarding academic record.

Ability to: adhere to deadlines, maintain work effectiveness with continuous interruptions and prioritize assign; prepare reports, review projects, evaluate program effectiveness.

Experience and Education
Bachelor’s Degree

Other Requirements