Graduate Admissions Coordinator

Job Code 00007223

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