Residency Specialist

Job Code 50021631

General Description
Provide information and training, track data, and submit reports on University’s residency rules and policies.

Examples of Duties
Responsible for training admissions staff as well as other departmental staffs on the University’s residency rules and policies.
Research, understand and apply consistently the rules and regulations of the Texas High Education Coordinating Board to individual and residency reclassification scenarios.
Track and enter these decisions and/or data into the Student Information System and into various other reports.
Communicate with domestic and international students and their parents regarding their residency inquiries.
Responsible for training admissions staff as well as other departmental staff on the University’s residency rules and policies.

Knowledge, Skills, and Abilities
Knowledge of: university policies and procedures; Texas residency guidelines; federal and state rules and regulations; Texas Higher Education Coordinating Board.

Skill in: customer services; effective written and oral communication; critical thinking skills; working well with others.

Ability to: analyze and apply institutional policy; interpret rules and regulations; conduct research and provide information.

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