Senior Undergraduate Admissions Counselor

Job Code 00001094

General Description
This position will provide leadership, training and mentoring for new admission counselors and interns; recruit prospective students through on and off campus programming and visits to high schools and two-year colleges.

Examples of Duties
Travel to Texas High Schools and Community Colleges to meet with counselors and prospective students and parents.
Identify and recruit academically talented students.
Counsel students and parents on the admission requirements and procedures.
Network with service and academic departments to keep lines of communication open.
Direct mail-outs to high schools, two-year colleges and special target audiences.
Assist with the revision of admission publications and media presentations as assigned.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: State and national regulations regarding travel guidelines, discrimination laws, NCAA regulations; personal computers.
Skill in: Interacting with diverse populations in different settings; presenting material effectively orally and in writing to individuals or groups.
Ability to: Travel on short notice; constantly be able to visit with students and prioritize assignments as necessary.

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