UNIVERSITY OF SOUTHERN CALIFORNIA

Admissions Counselor I

Job Code: 137307

Grade: H
OT Eligible: Yes
Comp Approval: 1/1/2007

JOB SUMMARY:
Counsels prospective students regarding university admissions policies and procedures. Reviews and evaluates applications and makes admission decisions.

JOB ACCOUNTABILITIES:

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<th>*E/M/NA</th>
<th>% TIME</th>
<th>TASK DESCRIPTION</th>
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<td>Makes admission decisions for undergraduate and/or graduate programs in accordance with admission guidelines.</td>
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<td>Counsels applicants on admission policies and procedures. Evaluates and offers solutions to applicant problems and requests regarding admission. Applies transfer credit guidelines in review and assessment of applications as appropriate.</td>
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<td>Communicates in person, by telephone and in writing with students about the status of admissions applications.</td>
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<td>Schedules recruitment activities for assigned territory or targeted student population. Arranges high school and transfer center visits, college fairs and other recruitment events. Works with faculty, staff, alumni, students, and high school and community college teachers and counselors to coordinate recruitment efforts.</td>
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<td>Reviews student records, inputs data, and generates letters and/or lists utilizing the student database.</td>
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<td>Assists in the preparation of communications materials promoting admissions programs and activities, e.g., newsletters, bulletins, fact sheets and brochures.</td>
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<td>Maintains currency on university policies affecting admissions and transfer credit evaluation.</td>
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<td>Serves on departmental or university committees as requested and participates in special assignments or short-term projects as needed. May be designated to lead other staff in project work.</td>
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<td>Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.</td>
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*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No
Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- Bachelor's Degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 0 - 6 Months

**Minimum Field of Expertise:**
- Counseling skills and/or academic advisement experience

**Skills: Other:**
- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Conflict resolution
- Counseling
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Problem identification and resolution
- Public speaking/presentations

**Supervises: Level:**
- Supervises student, temporary and/or casual workers

**SIGNATURES:**

Employee: _______________________________ Date: _______________________________

Supervisor: ______________________________ Date: _______________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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