UNIVERSITY OF SOUTHERN CALIFORNIA

Admissions Counselor II

Job Code: 137311

Grade: I
OT Eligible: No
Comp Approval: 9/9/1993

JOB SUMMARY:
Counsels prospective students regarding university admission policies and procedures. Reviews and evaluates applications and makes admission decisions. Plans and administers outreach programs and other recruitment projects. Assists in training and providing guidance to other admission counselors.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>__</td>
<td>__</td>
<td>Plans and coordinates outreach programs and other recruitment projects e.g., peer counseling in high schools and community colleges, group visits to campus, college fairs or special events. Establishes and maintains a network of high school and community college counselors.</td>
</tr>
<tr>
<td>__</td>
<td>__</td>
<td>Makes admission decisions for undergraduate and/or graduate programs in accordance with admission guidelines.</td>
</tr>
<tr>
<td>__</td>
<td>__</td>
<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>
</tr>
<tr>
<td>__</td>
<td>__</td>
<td>Communicates in person, by telephone and in writing with students about the status of admissions applications.</td>
</tr>
<tr>
<td>__</td>
<td>__</td>
<td>Develops recruitment strategies and plans for assigned territory. Manages the efforts of volunteers, students and/or student groups and other admissions staff to implement plans. Assesses effectiveness of efforts and modifies as needed.</td>
</tr>
<tr>
<td>__</td>
<td>__</td>
<td>Administers assigned budget and provides input for budget development.</td>
</tr>
<tr>
<td>__</td>
<td>__</td>
<td>Identifies and selects scholarship recipients based on eligibility requirements.</td>
</tr>
<tr>
<td>__</td>
<td>__</td>
<td>Serves as information resource for the university community. Identifies opportunities to increase program visibility.</td>
</tr>
<tr>
<td>__</td>
<td>__</td>
<td>Prepares informational materials often enlisting input or contributions from others such as faculty.</td>
</tr>
<tr>
<td>__</td>
<td>__</td>
<td>Maintains currency on university policies affecting admissions and transfer credit evaluation.</td>
</tr>
</tbody>
</table>

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: ☐ No
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:**
- 2 Years
- Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**
- Recruitment and admissions experience with knowledge of transfer credit policies and financial aid programs

**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.
- Lead/Guidance Skills
- Organization
- Planning
- Project management
- Public relations
- Public speaking/presentations
- Research

**Supervises: Level:**
- Leads employees performing similar work on a project basis

**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.

The University of Southern California is an Equal Opportunity Employer