

**SAM HOUSTON STATE UNIVERSITY  
STAFF JOB CLASSIFICATION DESCRIPTION**

**TITLE:** Admissions Counselor, Senior

**EEO CATEGORY:** Professional

**JOB NUMBER:** 9-2346

**STATUS & GRADE:** E-11

**DATE:** 12/2002

**DEPARTMENT:** Office of Undergraduate Admissions

**EDUCATION & EXPERIENCE REQUIREMENTS:** Requires a Bachelor's degree. A minimum of two (2) years experience as an Admissions Counselor or related experience required. Knowledge of Sam Houston State recruitment activities, admissions' policies, and university procedures is desirable. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

**NATURE & PURPOSE OF POSITION:** Responsible for translating the goals and values of the University to all categories of prospective students. Participates in those activities involving the projection of the University's image to the public, assisting the prospective students, and securing for the University students who can best profit from the educational opportunities of the University. Supports the Director and Assistant Director of Admissions by performing daily admissions decisions.

**SUPERVISION GIVEN & RECEIVED:** Supervises non-professional and professional staff as assigned.. Supervision received from the Director and Assistant Director of Undergraduate Admissions.

**PRIMARY RESPONSIBILITIES:** Evaluate undergraduate and graduate admission applications to determine residence status for tuition purposes. Assist Athletic Department to ensure student athletes are in compliance with NCAA rules and regulations. Responsible for assisting in academic student recruitment programs as needed. Assist in reviewing applications for admission decisions for the University. Performs other related duties as assigned.

**OTHER SPECIFICATIONS:** Computer skills strongly desirable. Upon request may travel during the fall and spring semesters (from the middle of September, through the middle of December and the middle of February, through the middle of May). Provide knowledge to Admission Counselors regarding office and recruitment procedures. The incumbent must be reliable, personable, and exhibit a positive image for the department and University. Must also possess the ability to communicate effectively with a varied range of visitors and work in a "high traffic" area with numerous distractions.

**THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.**