

**SAM HOUSTON STATE UNIVERSITY
STAFF CLASSIFICATION DESCRIPTION**

TITLE: Admissions Counselor Coordinator

EEO CATEGORY: Professional

JOB NUMBER: 0-2347

STATUS & GRADE: E-12

DATE: 03/2007

DEPARTMENT: Office of Undergraduate Admissions

EDUCATIONAL & EXPERIENCE REQUIREMENT: Bachelor's degree, plus two years experience. Knowledge of Sam Houston Student recruitment activities, admissions' policies, and university procedure is required. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: To provide professional assistance to the Assistant Director of Undergraduate Admissions in planning and coordinating of student recruitment and special events.

SUPERVISION GIVEN & RECEIVED: Supervision given to student workers and Admissions Counselors, supervision received from the Director and the Assistant Director of Undergraduate Admissions and Recruitment.

PRIMARY RESPONSIBILITIES: May include but not limited to: Coordination of recruitment as well as assignments to specific programs. Supervises and coordinates all planning for special events. Acts as a liaison between Admissions Counselors and the Assistant Director of Undergraduate Admissions. Responsible for training and reporting practices for Admissions Counselors. Performs other related duties as assigned.

OTHER SPECIFICATIONS: To assist in implementing all phases of recruiting and special events. Position requires excellent organizational, oral and written communication skills. Strong computer skills are required.

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.