



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 04/09  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Admissions Counselor II

### **JOB SUMMARY**

Represents Texas Woman's University accurately, personably and effectively to all of its various constituents. Works to facilitate the implementation of policies, practices and programs, which will enable the university to achieve enrollment goals. Provides leadership for assigned ongoing projects. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Director of Admissions and Associate Director of Admissions

*Supervises:* Student assistants

### **ESSENTIAL DUTIES - May include, but not limited to the following:**

- Represents the university to the general public through scheduled presentations at the university, secondary schools, community/junior colleges, and College Fairs.
- Participates in several evening and Saturday programs during the fall and spring.
- Recruits students from Texas high schools and community colleges.
- Provides leadership for and implements assigned ongoing projects which impact overall recruitment initiatives (i.e., Web maintenance, student ambassador advisor, alumni relations, etc.).
- Interviews and counsels prospective students and families.
- Responds to emails, mail, phone and/or in person situations that require admissions guidance and/or counseling.
- Develops and gives audience-appropriate presentations to University visitors and prospective students.
- Follows up with prospective students in completing their application and assists them as needed through matriculation.

- Organizes on-campus and off-campus recruitment activities in a selected geographical area.
- Develops and maintains relationships with high schools, community colleges and other community programs which impact recruitment.

### **ADDITIONAL DUTIES**

- Assists with data entry of prospective students.
- Performs other duties as requested.

### **EDUCATION**

Bachelor's degree required. Masters degree preferred.

### **EXPERIENCE**

A minimum of two years experience in admissions, preferably in the area of recruitment, application processing, or student services. Three years plus experience in University admissions is preferred.

### **REQUIREMENTS**

Valid Texas driver's licenses and a safe driving record such as required by the university for Driver's Authorization. A good driving record is required, as this candidate travels to and recruits students from Texas high schools and community colleges.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Working knowledge of office practices and methods.
- Knowledge of University policies concerning admission.
- Ability to perform mathematical calculations and/or verify information accurately.
- Competency using student information systems for statistical analysis and other computer technology applicable to functions of position.
- General knowledge of academic programs requirements.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.

- Ability to operate a motorized vehicle for recruitment travel.
- Ability to use a personal computer and other office equipment, including related university software and email.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

**Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the**

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***differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***