



Job Classification Description

ADMISSIONS COUNSELOR II/FINANCIAL AID ASSISTANT/LSC VSC UP – PAT BARGAINING UNIT

**Grade 10
Exempt**

BASIC FUNCTION

To recruit prospective students, interview applicants, review applications, participate in various special recruitment-related special events and projects, coordinate and carry out one or more specialized admission functions and to perform counseling and administrative tasks for the Office of Financial Aid.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Represent the College as a student recruiter within a designated geographic area: visit high schools to meet with guidance counselors and students, attend college fairs, develop useful professional contacts, and so forth.
- Interview students applying for admission to the College.
- Review admission applications and recommend action.
- Assist in planning, and participate in various special events and projects related to assigned admission functions.
- Coordinate and carry out one or more specialized admission functions, such as serving as athletic liaison, handling applications from non-traditional students (transfers, continuing education, etc.), and the like.
- Perform various administrative tasks, such as maintaining logs and other records of activities, preparing reports, scheduling travel.
- Confer regularly with supervisor, other Admissions staff, faculty and alumni, and others to plan, coordinate and evaluate activities, exchange information, resolve problems, and the like.
- Assist in training newly hired Admission Counselors and office staff.
- Assist the Director or other senior Admission personnel in planning and implementing various Admission programs, systems, and the like.

- Provide assistance for the College Financial Aid Office when scheduling allows, including: inform and students and parents about a variety of financial aid programs; assist students with application processes and inform them of loan requirements; assist the Financial Aid Office staff with a variety of administrative tasks associated with processing and providing student financial aid and a variety of special projects and functions.
- Keep abreast of current College programs, policies and procedures.
- Perform other related duties as assigned.

SUPERVISION RECEIVED

Administrative and functional supervision is received from the Director of College Recruitment with some functional supervision received from the Director of Financial Aid.

MINIMUM QUALIFICATIONS

Bachelors degree, with masters degree in student personnel services or other appropriate discipline desirable, plus one to three years of relevant admissions experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Good knowledge of admission operations; previous VSC experience desirable.
- Ability to travel extensively.
- Good reading, writing and organizational skills.
- Ability to deal effectively with high school students, parents, guidance counselors, students/faculty/staff/alumni, and others, requiring group speaking, individual interviewing/advising, and "sales" skills.
- Knowledge of financial aid programs and processes.
- Good understanding of the educational goals and objectives of the institution.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.