Sul Ross State University
Position Description

Official Title: RGC Admissions Coordinator **Salary Group**: Classified (10)   **Job Code**: 4021

Summary
Function: Responsible for carrying out the daily administrative functions required to support graduate and international student admission, registration, record management, and client services for prospective and current students.

Scope: Provides admissions services to graduate and international student for all students.

Duties
Essential: Establish applicant records for incoming graduate and international student's applications for admissions to Sul Ross State University programs; Conduct evaluations of all transcripts for applicants and currently enrolled graduate students by verifying attendance, degree received, date of graduation, return status, and accepted transfer hours; Determine missing documentation, notify and follow-up with applicants who have incomplete admission files; Insure the proper filing of transcripts into appropriate pending and active files; Establish admission files in the system, updating admission status on a prescribed schedule; Issue letters of acceptance, denial, and non-degree status when appropriate; Maintain, interpret, and communicate to appropriate officials federal and state guidelines associated with international student admission and record keeping compliance procedures; Evaluate international student credentials, financial statements, and when appropriate issue INS I-20 student visa authorizations; Act as University DSO representative for SEVIS; Provide to departments the required documentation on applicants for candidacy to the Masters programs; Collect, maintain, and distribute statistical information about the flow of applications; completions, and acceptances for graduate school;

Manage student cohorts for undergraduate and graduate students such as: Bachelor of Applied Science in Organizational Leadership program, and regional Independent School District's Master of Education degree programs in Bilingual and School Administration specializations. Verify and maintain records required for official academic transcripts including international forms, class lists for eligibility forms, change of school forms, international transcripts, certificate and degree plans, tuition and fees, enrollment and schedule changes, and maintain all enrollment verification details on Admissions and Records website.

Other duties as assigned by the Director. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential:

Supervision
Received: Director of Admissions & Records

Given:

Education
Required: High School graduation with some college course work. Basic understanding of the day to day workings of a university and the administration.

Preferred: Bachelor's Degree in a related field.

Experience
Required: Three years of experience in enrollment management or a related customer service environment.

Preferred: Direct experience working in a university setting such as financial assistance, admissions, records, or cashiers.

Equipment/Skills
Required: Good communication skills (written and verbal) and the ability to effectively work with students and co-workers during busy, stressful times; experience with office computer applications (word processing, spreadsheets, databases and prefer Banner knowledge); able to sit and use the computer for long periods of time; able to use computer keyboard and have 10 key calculator skills; able to communicate via telephone, email and chat professionally. Some weekend work will be required. Must be able to work under stress, work independently and as a team member and to deal with people in a professional manner.

Preferred: Bilingual (English/Spanish) skills.

Working Conditions
Usual: be able to work a flexible schedule. Position is Security Sensitive.

Special:

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: March, 2015