



Xavier University

Office of Human Resources

POSITION DESCRIPTION

Position Title: Admission Counselor <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time Position Grade (filled in by HR):	Department: Admissions Division: Student Enrollment
Position reports to (position title): Associate Director of Admission Direct reports (number of reports and position titles): 0	

Position Summary: <i>In 3-4 sentences, briefly but specifically, summarize the primary purpose of the job.</i>
The primary purpose of the Admission Counselor position is to recruit students within an assigned geographic territory or specified population of students. The Admission Counselor represents and promotes the university in a variety of ways, performing duties to achieve goals by communicating with constituents inside and outside of the university.

Duties and Responsibilities: <i>List up to five essential functions of the job in the space provided below, indicating the most important first, and the approximate percentage of time spent on each function over the course of a year. Similar tasks should be grouped into one category and described as such (see example). DO NOT list any duties or responsibilities that require 5% or less of the position's time.</i>
<p>1. Development and implementation of admission marketing and recruitment activities as part of planned undergraduate recruitment including:</p> <p style="margin-left: 20px;">A. High school and community college visits B. College nights/days and college fairs</p> <div style="text-align: right; border: 1px solid black; padding: 2px; width: fit-content; margin-left: auto;">50% of Time</div>
<p>2. Evaluation of applications for undergraduate admission in order to render a decision.</p> <div style="text-align: right; border: 1px solid black; padding: 2px; width: fit-content; margin-left: auto;">20% of Time</div>
<p>3. Officer of the day duties, meeting with families individually on campus, substantial involvement in all on-campus programs and effectively giving presentations in a variety of settings</p> <div style="text-align: right; border: 1px solid black; padding: 2px; width: fit-content; margin-left: auto;">10% of Time</div>
<p>4. Coordinate recruitment efforts for students of diverse ethnic and cultural backgrounds including:</p> <div style="text-align: right; border: 1px solid black; padding: 2px; width: fit-content; margin-left: auto;">10% of Time</div>
<p>5. Coordinate the Office of Admission Social Media efforts including the management of our Facebook pages.</p> <div style="text-align: right; border: 1px solid black; padding: 2px; width: fit-content; margin-left: auto;">10% of Time</div>



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Supervisory Responsibilities: *Indicate the type and scope of supervisory responsibilities of this job. Check only one box. Note: this refers to supervision of other employees, not programs or tasks.*

Not responsible for supervising employees.

Supervises student workers only.

Guides work of others who perform essentially the same work. May organize, set priorities, schedule and review work, but has no responsibility to hire, terminate, review performance or make pay decisions, e.g., Lead position.

Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity. May offer recommendations for hiring, termination and pay adjustments, but does not have responsibility for making these decisions.

Supervises work of others, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

Fiscal Responsibility:

Do you have ultimate responsibility for the department's budget that includes but not limited to:

- Establishes the budget
- Plans budget with Vice Presidents, Deans and UPRC

No

What is the dollar value of the budget managed?

Education: *Indicate the minimum level of education generally necessary to effectively handle the job's duties and responsibilities..*

	<u>Required</u>	<u>Preferred</u>	
<input checked="" type="checkbox"/>			High school diploma or GED
			Vocational or technical training – Field of study:
			Associate's degree, or vocational or technical school degree – Field of study:
			Bachelor's degree – Field of study:
			Master's degree – Field of study:
			Doctoral degree – Field of study:

Check here if experience may substitute for some of the above education and describe how:

Additional information (such as licensure, certifications, valid Driver's License, etc):

Valid Driver's License



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NOTE: This section is assessing the proficiency level necessary to perform in this job. You will have an opportunity to note your level of proficiency later on the form.

Work Experience: *Indicate the required level of work related experience required to effectively perform the job's responsibilities. This is not necessarily the same as your relevant experience. Check only one box.*

Less than 12 months	<input checked="" type="checkbox"/>	1-3 years	3-5 years	5-10 years	More than 10 years – please specify
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NOTE: This section is assessing the proficiency level necessary to perform in this job. You will have an opportunity to note your level of information later on the form.

Knowledge: *Indicate the depth and breadth of knowledge within the job's field or specialty that is required to effectively perform the duties and responsibilities of this job. This is not necessarily the same as your relevant experience. Check only one box.*

Specialized knowledge not required. <input checked="" type="checkbox"/> Fundamental working knowledge of concepts, practices and procedures and ability to apply in varied situations. Firm working knowledge of concepts, practices and procedures and ability to use in varied situations. Comprehensive knowledge of theories, concepts and practices and ability to use in complex, difficult and/or unprecedented situations.
<i>Provide additional information if desired:</i>

Skills: *Describe the type and level of skills required to handle the job's responsibilities.*

Type	Level Required
Analytical <i>Describe: As an admission counselor, this position requires the ability to analyze a student's potential for success based on many criteria through the application review process.</i>	X Basic Intermediate Advanced NA
Project/Process Management <i>Describe: As an admission counselor, one must be able to plan various events related to the recruitment of students. One must also have the ability to prioritize work tasks and create deadlines for oneself in order to complete tasks.</i>	XBasic Intermediate Advanced NA
Computer/Technical <i>Describe: An admission counselor must be able to use Microsoft Word, PowerPoint, Excel and Outlook in order to complete tasks effectively.</i>	XBasic Intermediate Advanced NA
Office/Administrative Support <i>Describe: An admission counselor must be able to communicate effectively through email and letters with prospective students.</i>	XBasic Intermediate Advanced NA



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Equipment Operation <i>Describe:</i> As an admission counselor, one must be able to use basic office equipment such as computer, fax, copier and phone.	XBasic Intermediate Advanced NA
Written and Oral Communications <i>Describe:</i> As an admission counselor, this position requires strong presentation skills as well as the ability to clearly and concisely communicate with students, parents, guidance counselors and other constituents internal and external to through phone calling, e-mailing, interviewing and one-on-one conversation.	XBasic Intermediate Advanced NA
Other: <i>Describe:</i>	Basic Intermediate Advanced
Other: <i>Describe:</i>	Basic Intermediate Advanced

Collaboration/Interaction: <i>Indicate the nature of collaboration and/or service to others required by the job and whether this occurs internally (with others at the organization) or externally (with general public, vendors, media, other organizations, etc.) Check all that apply.</i>		
Internal	External	
X	X	Exchange of routine, factual information and/or answering routine questions.
X	X	Exchange detailed information or resolve varied problems.
X	X	Access to and/or works with sensitive and/or confidential information.
X		Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
X		Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
X		Resolve conflict, negotiate or collaborate on major projects.
		Handle sensitive issues and facilitate collaboration at the highest level.
X		Develop and maintain relationships to enhance work flow and work quality.
<i>Provide additional information if desired:</i>		

Decision Making: <i>Indicate the type of impact of the decisions typically made by this job. Check only one box.</i> <i>Example of the relationship of terms used herein to the areas they describe at:</i> <i>Functional area = Accounts Payable</i> <i>Department = Controllers Office</i> <i>Division = Financial Administration</i>	
X	Decisions generally affect own job or specific functional area. Decisions may affect a work unit or area within a department. May contribute to business and operational decisions that affect the department. Decisions have major implications on the management and operations of an area within a department. Job may contribute to important strategy, operational and business decisions that affect the department. Decisions have significant, broad implications for the management and operations of a division. Job contributes to decisions on the overall strategy and direction of the entire organization.
<i>Provide additional information if desired:</i>	

Problem Solving: <i>Indicate the nature of problems regularly encountered by this job. Check only one box.</i>	
X	Problems encountered are routine, somewhat repetitive and generally solved by following clear directions and procedures. Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and



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skills, and general standards and past practices.

Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Provide additional information if desired:

Independence of Action: *Indicate the job's general degree of independence of action. Check only one box.*

Work is closely monitored by supervisor/manager; detailed instructions and procedures are generally provided. Work progress is monitored by supervisor/manager; incumbent follows policies and procedures, and may set priorities and organizes work within general guidelines established by supervisor/manager.

- Results are defined and existing practices are used as guidelines to determine specific work methods and carries out work activities independently; supervisor/manager is available to resolve problems.
Results are defined; incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although past practices may exist; supervisor/manager provides broad guidance and overall direction.

Provide additional information if desired:

Physical/Environmental Demands: *Indicate the typical physical and/or environmental demands required to effectively handle the job responsibilities and their frequency.*

Office environment / no specific or unusual physical or environmental demands.

- Specific physical requirements or environmental exposures. **Provide details on Addendum.**

Additional Information about Job: *Please describe as clearly and concisely as possible any additional information that would be important to fully understand the role, responsibilities, nature and scope of the job.*

Extensive travel and must be able to work nights and weekends.

The following two sections will allow you to expand upon your level of relevant proficiency of Knowledge and Job Experience in this job.

Incumbent's Relevant Work Experience: *Check only one box.*

Less than 12 months	<input checked="" type="checkbox"/>	1-3 years	<input type="checkbox"/>	3-5 years	<input type="checkbox"/>	5-10 years	<input type="checkbox"/>	More than 10 years – please specify
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Incumbent's Relevant Knowledge: *Check only one box.*

Specialized knowledge not required.

Fundamental working knowledge of concepts, practices and procedures and ability to apply in varied situations.

- Firm working knowledge of concepts, practices and procedures and ability to use in varied situations.
Comprehensive knowledge of theories, concepts and practices and ability to use in complex, difficult and/or unprecedented situations.

Provide additional information if desired:

The statements in this position description are intended to describe the general nature and level of work being executed by employee(s) assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the job or individuals.



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Please sign below and send to Human Resources.

Reviewed by:	Date:
Received in HR by:	Date:

ADDENDUM TO JOB DESCRIPTION

Physical Requirements

Please check the **level of frequency** that best describes the physical demands that are **required** for you to perform your job duties. Do not consider those parts of your job that, if you had a disability, a reasonable accommodation could be made. For example: If you were in a wheelchair, but had to occasionally move a box of paper, it would be a reasonable accommodation to have someone else move it for you. In that case, you would not consider moving the box as a required part of your job.

For each physical activity below, check the box that applies to your job.

Physical Activity	Frequency of Activity			
	Not Required	Seldom	Often	Nearly Continuously
Sitting			X	
Repetitive hand motion (such as typing)			X	
Hearing, listening			X	
Talking			X	
Standing			X	
Walking		X		
Bending		X		
Stooping		X		
Climbing stairs		X		
Climbing ladders	X			
Kneeling, squatting	X			
Crouching	X			
Crawling	X			
Balancing	X			
Reaching overhead		X		
Pulling, pushing		X		
Shoveling	X			
Lifting – up to 10 pounds			X	
Lifting – up to 20 pounds			X	
Lifting – up to 30 pounds			X	
Lifting – up to 50 pounds		X		
Lifting – over 50 pounds	X			

Work Environment

This question describes your current working conditions. Check all the boxes that apply.

X	Office Environment: Employees are protected from weather conditions or contaminants, but not necessarily occasional temperature changes.
	Outdoor Environment: Employees work outdoors and may not be protected from weather conditions.
	Extreme Cold: Temperatures typically below 32 degrees for more than an hour.
	Extreme Heat: Temperatures above 100 degrees for more than an hour.
	Noise: There is sufficient noise to cause you to shout in order to be heard above the noise level.
	Vibration: Exposure to oscillating movements of extremities or whole body.
	Hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, or exposure to chemicals in work setting.
	Oils: There is air or skin exposure to oils or other cutting fluids.
	Infectious Diseases: Employees are frequently exposed to contagious or infectious diseases.
	Atmospheric Conditions: Conditions that affect the respiratory system, such as fumes, odors, dusts, mists, gases, or poor ventilation.
	Close Quarters: Employees are frequently required to work in crawl spaces, shafts, man holes, sewage and water line pipes, and other areas that could cause claustrophobia.

NOTE: SUPERVISOR AND EMPLOYEE SHOULD KEEP AN ELECTRONIC COPY AND HARD COPY OF THE COMPLETED POSITION DESCRIPTION.