

# The University of Texas at San Antonio

## *Job Description*

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Job Title: International Undergraduate Admissions Advisor

Code: 13606

Salary Grade: 57

FLSA Status: Non-Exempt

Department/Division: Office of International Programs

Reports To: In accordance with specific departmental policies

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## *Summary*

- Function: Advises and counsels prospective international undergraduate students regarding University International Undergraduate Admissions policies and procedures. Provide skilled processing support for the performance of the variety of international admission tasks.
  
- Scope: Responsible for ensuring compliance of University International Undergraduate Admissions requirements and processed.

## *Duties*

- Typical:
  1. Provides advising and counseling services to prospective international undergraduate students.
  2. Reviews incoming documents to determine completeness of admission files. Enter information into admissions database and assists in tracking student progress.
  3. Assists with the evaluation and interpretation of academic and financial background prospective international undergraduate students.
  4. Confers with students and their parents concerning admissions eligibility.
  5. Generates admissions decision letters.
  6. Replies to phone calls, correspondence and e-mail from prospective students and their families.
  7. Perform document imaging.
  8. Performs other duties as assigned.
  
- Periodic:
  1. Assists with international student orientation events.
  2. Represents International Undergraduate Admissions at recruiting events.

## *Education*

<b>Required</b>	<b>Preferred</b>
Bachelor's Degree from an accredited institution.	N/A

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
The ability to establish and maintain relationships and communication with community groups representing various cultures and backgrounds.	N/A
Criminal Background Check (CBC).	

***Experience***

<b>Required</b>	<b>Preferred</b>
One year of experience working directly with student admissions in a University setting.	Experience working with international community groups and organizations.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Personal computer and standard office equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Normal office conditions.	Occasional evening and weekend hours.

***Supervision***

<b>Received</b>	<b>Given</b>
Overall review for efficiency and effectiveness.	May assist with directing student workers.

***Accuracy***

Proficiency in all phases of the duties performed.
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
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***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.