



The University of Texas at San Antonio™

Job Description

Job Title:	Senior Undergraduate Admissions Counselor	Job Family:	Student Services
Type:	Classified – Exempt	Job Code:	13616
Department:	Undergraduate Admissions/Division of Student Affairs	Salary Grade:	60
Reports to:	Associate/Assistant Director Undergraduate Admissions	Created/Revised:	09/2022
Work Modality:	On Campus		

This position is part of a market adjustment implemented in Spring 2022. New hires salary offers should at least be at the minimum salary established for this position based on the market adjustment. Please contact Compensation at compensation@utsa.edu with any questions.

Job Summary

Functions as the Sr. Level position involved in identifying, recruiting and contributing to increasing the population of admitted and enrolled students and/or responsible for program development and implementation.

Core Responsibilities

1. This position serves as a mentor and/or supervisor to less experienced admissions counselors, coordinates some travel schedules and assignments, assist with developing and implementing recruitment plans, retention programming and/or UTSA admissions events both on and off campus.
2. Supervises full-time, part-time and student employees either directly or indirectly, depending on area assigned. This includes performance evaluations, hiring, disciplinary processes, firing, mentoring, and coaching and other related personnel issues.
3. Manages a geographical territory (regional and/or local) and travels and recruits in assigned territory that includes visiting high schools and colleges and counseling and outreach to for students and parents. This includes establishing community contacts in targeted areas.
4. Coordinates travel for Admissions Counselors I and II; Coordinates and implements recruitment activities such as campus trips, application nights and designated area projects.
5. Works with high school counselors to facilitate the application process at UTSA.
6. Coordinates training and staff development for Undergraduate Admissions Counselors.
7. Develops working relationships with university agencies, departments, counselors, and advisors to enhance customer service and satisfaction.
8. Represents Undergraduate Admissions in a public-speaking capacity both on and off campus and maintains records of these activities.
9. Coordinates and implements the holistic and committee review process as well as appeals and works directly with applicants and their parents to resolve extenuating circumstances, complaints and appeals of admissions denials.
10. Coordinates and implements Financial Aid Outreach presentations.
11. Coordinates and implements scholarship retention programs.
12. Coordinates and works as primary contact at local community colleges (serving as admissions, financial aid and advising assistance to help make the transition from community college to UTSA).
13. Maintains a high level of working knowledge of university information, organization, opportunities, and policies.

14. Proposes, organizes, implements, and reports on programs/projects including area publications and events, accommodations, itineraries, meals, speakers, and records.
 15. Participate in committees across campus.
 16. Represent Associate/Assistant Director in campus activities when needed.
 17. Participate in strategic planning and assessment for the department.
 18. Promote a culture of safety and environmental protection by working in a safe manner; immediately reporting unsafe situations, spills, and accidents; following University safety plans/procedures/protocols; and participating in appropriate safety training.
 19. Demonstrates UTSA core values: Integrity, Excellence, Inclusiveness, Respect, Collaboration, and Innovation.
 20. Performs other duties as assigned.
-

Minimum Requirements

Education/Certifications

- Bachelor's Degree from an accredited university
- Ex. High school graduate or equivalent

Experience

- Three years of progressively responsible experience in admissions, recruiting, advising and/or related enrollment and/or student service with some supervisory and/or program and/or territory oversight experience.
-

Knowledge Skills & Abilities

- Demonstrated organizational, written, and verbal communication skills
 - Excellent interpersonal skills; organizational skills; ability to multi-task and work cooperatively with others
 - Standard Office Equipment
-

Core Competencies

*Instructions: Select the appropriate Competency section below based on position. **Options:** Individual Contributor (IC), People Leader (PL), or Executive (Exec). Delete this instructions paragraph, Competency header (IC, PL, or Exec), and other Competency sections not applicable to position.*

Individual Contributor:

Customer Focus, Dealing with Ambiguity, Functional and Technical Skills, Action Oriented, Self-Development

Working Conditions

Working Environment:

- Office Environment.
- Evening and weekend hours will be frequent.
- Extensive travel required with personal car and/or company car.

Physical Demands:

- Describe any Physical Demands of the Position
-