

JOB INFORMATION

Effective Date	9/19/2023
Job Code:	3539
Job Title:	Graduate Admissions Coord
Salary Grade/Structure:	200 - Support Staff
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Academic Affairs
Job Family:	Assessment & Accreditation
Job Summary	The Graduate Admissions Coordinator is responsible for managing administrative aspects of the College of Science and Engineering (CSE) graduate student admissions for domestic and international applicants. Evaluates transcripts and update the internal database system for graduate student admissions and student academic information. Assists academic advisors, faculty admission committees, domestic and international admissions offices, and applicants with regard to the admissions process. Provides reports using university and CSE database systems

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	in education, psychology, counseling, student personnel, marketing, communications, or any STEM discipline.	Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	Minimum two years of recent experience in admissions, academic advising, counseling, or similar higher education experience. Experience with Word, Access, Excel, PowerPoint, PeopleSoft, and databases. Experience working with diverse populations.	Required	
Less than 3 yrs	Minimum two years of experience with databases/spreadsheets.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Microsoft Office Certification (Word, Excel, Access)	Upon Hire	Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Ability to negotiate, problem-solve and interact with persons of varied backgrounds with strong interpersonal skills in both group and individual settings. 	Skilled
<ul style="list-style-type: none"> Ability to handle numerous detailed tasks and stay organized. 	Skilled
<ul style="list-style-type: none"> Strong computer skills and familiarity with PeopleSoft. 	Skilled
<ul style="list-style-type: none"> Ability to take initiative be conscientious, exercise good judgment, and work under pressure to meet deadlines. 	Skilled
<ul style="list-style-type: none"> Maintain confidentiality. Knowledgeable of FERPA requirements. 	Skilled
<ul style="list-style-type: none"> Sensitivity to cultural differences and ability to relate effectively with diverse student population and faculty 	Skilled
<ul style="list-style-type: none"> Excellent communication skills: both oral and written 	Skilled
<ul style="list-style-type: none"> Knowledgeable of the admissions requirements for all CSE academic programs. Ability to assimilate large amounts of information and recall this information quickly and accurately. 	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Evaluates domestic and international graduate student applications for review and/or acceptance by faculty committees. 	30%
<ul style="list-style-type: none"> Communicates with faculty admission committees, and international and domestic admissions offices, and assigns faculty advisors 	25%
<ul style="list-style-type: none"> Executes the application and admissions processes supporting graduate and international enrollment. 	20%
<ul style="list-style-type: none"> Maintains and manages admissions information in the college database and ensures data accuracy. 	10%
<ul style="list-style-type: none"> Serves as the primary point of contact for students inquiring about the status of their admissions requests and generates acceptance and denial letters. 	5%
<ul style="list-style-type: none"> Updates and maintains evaluation forms. 	5%
<ul style="list-style-type: none"> Performs all other duties as assigned. 	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description