

**JOB INFORMATION**

Effective Date	8/19/2021
Job Code:	5325
Job Title:	Admissions Evaluator II
Salary Grade/Structure:	140 - Support Staff
Career Level Name:	S2 - Intermediate Support
FLSA Name:	Non-Exempt
EEO Code:	40-Clerical and Secretarial
Job Function:	Enrollment Management
Job Family:	Enrollment Management
Job Summary	The Admissions Evaluator II handles their daily duties and assists team members in the overall execution of quality controls. Handles application process for all undergraduate and graduate students; Resolves difficult/non-routine application and system processing issues; makes final admissions decisions. Performs clean-up activities for student data integrity and reporting, etc. Handles On-the-Spot admissions at all on-campus recruiting events and at the Pearland Campus.

**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	
High School Diploma or GED		Required	
Bachelor's Degree		Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Minimum two years working in Admissions processing at a 4-year institution. At least two years of PeopleSoft experience and/ or Banner experience, experience with imaging systems.	Required	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
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## Knowledge, Skills and Abilities

KSAs	Proficiency
• Must display good interpersonal skills, in stressful situations, cultural sensitivity and patience.	Skilled
• Must have experience with PeopleSoft or Banner (Student Information System) and Singularity or related (Imaging System).	Skilled
• Must have the ability to prioritize work and deal with high-volume workload.	Skilled
• Must have proven decision-making and analytical skills.	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
• Maintains in-depth and current knowledge of undergraduate and graduate admission requirements by college and/or program. Reviews, assesses and modifies or adjusts application information in PeopleSoft system for new and returning students, according to status, program requirements and enrollment category. Determines current accreditation of transfer schools and the authenticity of transcript data. Verifies online application fee payments; coordinates refunds through SBS determines pre-admissions.	40%
• Determines GPA and/or test score waiver eligibility, based on career and degree/program status. Determines admission decisions for UG and graduate applicants. Makes initial tuition status decisions. Reviews student information for accuracy, assessing admit types and need for changes or updates. Processes both new and former student applications; Completes transcript evaluation determining if documents are official or unofficial, assess in progress work; Coordinates with UHCL Registrar Office,	40%
• Coordinates with Office Supervisor to identify and correct duplicate student information in PeopleSoft; act as point of contact for EMC questions and requests for assistance; Assists with social events on campus; contacts other colleges to verify student data.	10%
• Performs other duties as assigned or needed including, but not limited to, working with the freshman processing, training clerks, evaluators, and OIAP in freshman processing and documentation; help edit and correct processing manual on freshman processing; serving as a department resources by answering most questions regarding freshman.	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