

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Admissions Officer	SALARY GRADE:	HU-12
DATE REVISED:	December 1, 2014	EEO CODE:	02
JOB CODE:	9084	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: The purpose of this position is to represent the university at recruitment-related activities (such as college fairs, campus tours, and special non-recurring events) and serve as the university's coordinator for transfer matriculation.

SUPERVISORY ACCOUNTABILITY: Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.

NATURE AND SCOPE: Internal contacts include students, faculty and staff. External contacts include prospective students, and their families, college counselors and administrators, the general public and alumni.

PRINCIPAL ACCOUNTABILITIES: Generate and maintain relationships with external and internal contacts to achieve transfer recruitment goals.

Travel within the metropolitan area, nationally, and on occasion, internationally to represent the university at recruitment fairs and related activities, and admits applicants who meet eligibility requirements.

Schedule visits to post-secondary institutions and make presentations to faculty, staff and prospective students and other interested groups about Howard University.

Coordinate development of transfer matriculation agreements with other post-secondary institutions and drafts written documents for review by the Director of Admissions and the Associate Vice President for Enrollment Management.

Recommend and participate in planning, developing and implementing recruitment programs.

Ensure that admission and recruitment materials are provided to and maintained within the college.

Maintain line of communication to the Associate Director of status of all recruitment activities.

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Maintain a database of records and contacts with prospective students and applicants and prepare reports on recruitment progress in the region(s) to which assigned.

Serve on the Enrollment Management/Admissions committee.

Organize and promote student visits to the campus.

Perform other duties as assigned.

CORE COMPETENCIES: Excellent organizational and communication skills. Must be able to write and present speeches and write and proofread reports and matriculation agreements.

Functional knowledge of current public relations practices.

Ability to respond to rapid changes in schedules.

Highly developed and effective interpersonal skills and the ability to establish and maintain effective and harmonious relationships with staff, faculty, students, alumni, representatives of other institutions, and the general public.

Ability to plan, organize, and manage multiple projects simultaneously in a highly demanding environment.

Ability to operate standard office equipment including computers and associated software and Banner.

Competence in both oral and written English.

Valid driver's license and available use of an automobile.

Ability to travel and work weekends and evenings.

MINIMUM REQUIREMENTS: Bachelor's degree required, preferably in public relations, business, communication, education or related area. Candidate must have 3-6 years of experience. 11 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

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SIGNATURES REQUIRED:

SIGNED BY: _____
Department Manager/Supervisor

DATE: _____

CERTIFIED BY: _____
Department of Compensation & Performance Management

DATE: _____