

Working Title

Admissions Counselor

Department\*

Undergraduate Admissions

Appointment Type\*

This is a one year probationary position.

Time Base\*

Full-Time (1.0)

Work Schedule\*

Monday to Friday 8:00 a.m. - 5:00 p.m.

Anticipated Hiring Range\*

\$3,858.00 per month (\$46,296.00 Annually)

Salary is commensurate with experience.

Position Summary\*

The Admissions Counselor coordinates admissions and enrollment processes for domestic and international students in compliance with Title 5 standards, California State University (CSU), and San Francisco State University (SFSU) admissions and enrollment policies including advising, counseling and guidance regarding the undergraduate admissions process to prospective applicants, undergraduate applicants, and returning SFSU students. Incumbent functions as the primary reviewer of the application and supporting materials working within the Campus Solutions (CS) database. Incumbent assists applicants in completing the undergraduate admissions process, which may involve providing application and supporting document deadlines, special admission programs and residency determinations, including appeals of residency status to the CSU Office of General Counsel. Incumbent advises applicants who have been denied admission of alternatives to become eligible. Incumbent represents the University by providing admission and academic assessment, advising and counseling at on and off campus locations in support of the University's outreach, retention and orientation efforts. Incumbent leads, trains, and supports new and existing staff members on specific admissions functions and activities. Incumbent assesses incoming transfer credits from non-California system, post-secondary institutions for fulfillment of SFSU degree

requirements which are articulated on the Degree Progress Report.

#### Minimum Qualifications\*

**Education:** Equivalent to graduation from a four-year college or university in one of the behavioral sciences, public or business administration or a job-related field. Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities shown above may be substituted for the required education on a year-for-year basis.

**Knowledge and Abilities:** Working knowledge of the practices, procedures and activities of the program to which assigned; general knowledge of the methods and problems of organizational and program management. General knowledge of research and interview techniques; and of the principles of individual and group behavior. Ability to interpret and apply program rules and regulations; use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements; obtain factual and interpretative information through interviews; reason logically; collect, compile, analyze and evaluate data and make verbal or written presentations based on these data; advise students individually and in groups on routine matters where required; recognize multicultural, multisexed and multi aged value systems and work accordingly; establish and maintain cooperative working relationships with faculty, CSU administrators, student organizations, private and public agencies and others in committee work, and student advising and community contacts; and, rapidly acquire a general knowledge of the overall operation, functions and programs of the campus to which assigned. Demonstrated ability to make decisions and carry through actions having implications with regard to other program or service areas Services Office. Possession of these knowledge and abilities typically is demonstrated through the Experience requirements below.

**Experience:** Possession of these knowledge and abilities is typically demonstrated through the equivalent of two years of professional experience in one of the student services program areas or in a related field; experience should give evidence of competence and indicate the potential for further growth. A master's degree in a job related field may be substituted for one year of the professional experience.

#### Preferred Qualifications

- Demonstrated experience providing customer service, including the ability to tailor communications and interactions to the specific individual as required.
- Ability to interpret academic publications, Title 5, SFSU and CSU policies, and bulletin information.
- Ability to integrate the use of a variety of technological systems used in the management and evaluation of applications and student data such as search and update CS data (complex student information database).
- Ability to implement frequent changes/upgrades to procedures for using CS.

- Ability to utilize complex search methods to retrieve documents in On Base, the optical archive of educational records.
- Knowledge of how to utilize search functions in the CSU Mentor Control site, the CSU online application system. Experience using CSU Mentor information to evaluate applications and advise applicants.
- Experience working with the transfer credit database to provide a transfer credit summary for new and continuing students for compliance with CSU and SFSU admissions and graduation requirements.
- Demonstrated experience with a variety of admissions or enrollment technological systems used in the management and evaluation of applications and student databases.

### Pre-Employment Requirements

This position requires the successful completion of a background check.

### Benefits

Threaded through our Total Compensation package is a commitment to Bridging Life's Transitions. SF State is committed to providing our employees with a comprehensive program that rewards efforts that are appreciated by your colleagues, students and the customers we serve.

We offer a competitive compensation package that includes Medical, Dental, Vision, Pension, 401k, Healthcare Savings Account, Life Insurance, Disability Insurance, Vacation and Sick Leave as well as State Holidays and a dynamic Fee Waiver program, all geared towards the University's commitment to attract, motivate and retain our employees.

### How To Apply

Applicants are required to submit an online application and upload in one file attachment your resume and cover letter describing your specific qualifications for each position. The online recruitment system will allow one file attachment for each submission.

**SFSU IS NOT A SPONSORING AGENCY FOR STAFF OR MANAGEMENT POSITIONS. (i.e. H1-B VISAS)**

The Human Resources office is open Mondays through Fridays from 8 a.m. to 5 p.m. and can be reached at [\(415\) 338-1872](tel:4153381872).

SF State is Equal Opportunity/Americans with Disabilities Act employer and has strong commitment to the principles of diversity.

### Application Deadline

September 27, 2016

Please note that this position, position requirements, application deadline and/or any other component of this position is subject to change or cancellation at any time.

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