



Job Description

JOB DETAILS

Job Title: Admission Counselor

Department: Admission

ID: ADM_Counselor

Title of Supervisor: Director of Admission

Date Completed: 03/26/2012

JOB SUMMARY

Function as one of a team of admission officers responsible for the annual recruitment of an exceptionally talented and diverse entering class. Participate in the broad range of student recruitment and selection activities: visit high schools and attend college fairs, build relationships with, and serve as a resource for prospective students and their families, read applications, participate in the admission committee process, assist with the planning and implementation of special programs. Perform other duties as assigned. Extensive travel and evening/weekend work are required.

ESSENTIAL JOB RESPONSIBILITIES

Responsibility	% of Time
Responsible for assisting regional coordinators in Responsible for assisting regional coordinators in achieving strategic enrollment goals via professional activities, including: <ul style="list-style-type: none">• Visiting high schools• Establishing and maintaining relationships with high school counselors• Attending college fairs and other recruiting events• Building and maintaining relationships with prospective students and their families• Being responsive to prospective students and their families throughout the admission process, including:<ul style="list-style-type: none">• Answering inquiries promptly• Conducting admission interviews• Conducting information sessions	65%
Participate fully in the admission selection process Participate fully in the admission selection process by: <ul style="list-style-type: none">• Reading and reviewing applications• Participating in admission committee	20%
Participate in and support all planned on and off campus Participate in and support all planned on and off campus recruitment and yield events.	10%
Maintain thorough and accurate records related to all Maintain thorough and accurate records related to all admission activities, including: <ul style="list-style-type: none">• Interviews• Travel expenses• Phone records• Student and school contacts	5%

GENERAL RESPONSIBILITIES

1) Maintain regular and reliable attendance. 2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources. 3) Understand and comply with the policies of the College Staff Handbook. 4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs. 5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals. 6) Protect confidentiality of College information. 7) Provide leadership to others through example and sharing of knowledge/skill. 8) Communicate with others in a courteous and helpful manner. 9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing. 10) Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Yes

No

Does this job have supervisory responsibilities?
(place an "x" in the appropriate box)

Place an "x" in the appropriate box

If yes, how many?

Student Staff

25

Non-exempt

Exempt

If "Student Staff" - Approximately how many total hours of student staff? 20 hrs/week

LEADERSHIP:

Do Not Enter

Supervise/manage/direct the selection, training, development, and appraisal of personnel.

0%

SUPERVISION RECEIVED

Do Not Enter

General supervision:

routine duties are performed with minimal supervision; standard practices or procedures allow me to proceed alone at routine work; occasional check of work while in progress; work is reviewed upon completion.

0%

EDUCATION

Degree/Diploma

Program of Study

Required/Preferred

Bachelors

Required

Additional Educational Requirements

EXPERIENCE

Do Not Enter:

Less than six months

0%

COMPUTER OPERATIONS

Do Not Enter:

Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.

0%

CERTIFICATES, LICENSES, REGISTRATIONS

Driver's license is required for the position.

TRAVEL

Do Not Enter

Moderate overnight travel (up to 30%) by land and/or air.

0%

ADDITIONAL INFORMATION OR QUALIFICATIONS

Familiarity with selective liberal arts and sciences institution preferred.

ESSENTIAL FUNCTION ANALYSIS

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

MENTAL/COGNITIVE REQUIREMENTS

	Under 1/3	1/3 to 2/3	Over 2/3
Analyzing information or data		X	
Effective communication skills (written and verbal)			X
Composing & comprehending communication materials (written and verbal)			X
Establishing effective interpersonal relationships		X	
Adjusting to changes (work load, environment, department structure, etc.)		X	
Using logic to define problems, collect information, establish facts, draw valid conclusions, etc.		X	
Making decisions of moderate to substantial consequence		X	
Performing mathematical calculations	X		
Editing reports or technical materials	X		

Planning and organizing (work load, schedules, events, etc.)	X		
		Under 1/3	1/3 to 2/3
			Over 2/3
Handle stressful, emotional and/or frustrating situations	X		
Working with numerous distractions		X	
Working under a time pressure and within timelines/deadlines			X
Coordinating work with others			X
Handling multiple assignments and priorities		X	
Completing work in an accurate manner			X
Concentrating - maintaining attention to details and tasks			X
Memory functions (remembering names, details and procedures)		X	

PHYSICAL REQUIREMENTS

		Under 1/3	1/3 to 2/3	Over 2/3
Stand	X			
Walk	X			
Sit				X
Ability to walk up or down stairs	X			
Use hands to finger, handle, or feel	X			
Reach with hands and arms	X			
Climb or balance				
Stoop, kneel, crouch, or crawl				
Talk or hear				X
Taste or smell				

Up to 10 pounds X

Up to 25 pounds X

Up to 50 pounds

Up to 100 pounds (with an assisted device)

More than 100 pounds (with an assisted device)

GENERAL PHYSICAL REQUIREMENTS

Do Not Enter

Light physical activity performing non-strenuous daily activities.

0%

VISION REQUIREMENTS

Do Not Enter

Close vision (clear vision at 20 inches or less)

0%

Color vision (ability to identify and distinguish colors)

0%

WORK ENVIRONMENT

Wet or humid conditions (non-weather)

Extreme cold (non-weather)

Extreme heat (non-weather)

Outdoor weather conditions X

Work near moving mechanical parts

Work in high, precarious places

Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)

Toxic or caustic chemicals

Work with explosives

Risk of electrical shock

Under 1/3

1/3 to 2/3

Over 2/3

Vibration (i.e. operating jackhammer, impact wrench)

Risk of radiation

Confined Spaces X

ENVIRONMENTAL CONDITIONS

Do Not Enter

Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.

0%

TYPICAL NOISE LEVEL

Do Not Enter

Moderate noise (examples: business office with computers and printers, light traffic)

0%

ADDITIONAL INFORMATION

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform the essential functions of this position. I agree to comply with college policies and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law, unsafe work practices, sexual harassment, discrimination or other misconduct to my immediate supervisor or other designated college officials. I further understand that should I have a workplace injury, I will report it to my supervisor and/or the Office of Human Resources immediately. As an employee, I will strive to uphold the mission and core values of Grinnell College. I understand that my service to the institution contributes to the teaching and learning environment. I am aware that I act, in some ways, as a model and informal mentor to students and that my interactions with students, parents, prospective students, alumni, and the public in general reflects on the college.