Admissions Officer

School of Health Professions

The University of Texas Health Science Center

Position Summary

The Admissions Officer is a member of a recruitment team for the School of Health Professions (SHP) within The University of Texas Health Science Center at San Antonio. Under the direction of the Director of Admissions and Special Programs and in collaboration with the Associate Dean for Students and the departments within the school, this person will coordinate efforts to recruit qualified applicants within the state and surrounding region for programs within the SHP. This position functions as a first point of contact for the SHP for prospective students, applicants, families, high school and college advisors and other external clients. The Admissions Officer will guide the transition process from prospective student to matriculated student including support with admissions processes.

Essential Functions

- Under the direction of the Director of Admissions and Special Programs and in collaboration with the Dean's leadership team and department chairs, the Admissions Officer will assist in establishing enrollment goals for the SHP. Actively seek out and recruit potential applicants for the programs. Plan and implement school-sponsored recruitment functions with targeted goals. Attend and represent the SHP at externally sponsored recruitment events in the state and surrounding region, providing information on SHP programs and culture to prospective students and external customers. Organizes, coordinates and delivers informational presentations for individuals and groups. Corresponds regularly with prospective students verbally and with the use of print and electronic media. Develops, manages and maintains PeopleSoft PROSPECT Database. Collects and processes data for reports and statistical evaluation and analysis. Identifies and establishes local, state, and national contacts and tracks counselor changes at various colleges for office database.

- Screens and interviews prospective applicants, providing in-depth academic counseling by assessing student goals, investigating solutions and resources, developing action plans, and educating applicants on the programs in the School of Health Professions. Provides information and guidance on admission requirements, factors, and procedures; program prerequisites; application processes; University policies; program costs; financial aid processes and scholarship opportunities; transcript interpretation and foreign transcript evaluations. Prepares unofficial evaluations and generates GPA calculations. Advises prospective applicants on joint admission and early acceptance agreements. Provides potential applicants with information focused on meeting academic and personal needs by exploring career options, employment opportunities

and labor market trends in their field of interest. Coordinates between Registrar, department(s) and applicant on advisement issues. Notifies SHP programs of applicant interest and facilitates communication between program contacts and potential students.

- Under the direction of the Director of Admissions and Special Programs and in coordination with SHP programs, this position will be responsible for admission support. This includes running applicant pool reports to determine which applicants are eligible for evaluation, viewing transcripts through the imaging system, completing unofficial applicant evaluations to determine eligibility and coding the eligibility status in the Student Administration database. This position may be asked to assist with processing needs of incoming students.

- Takes a leadership role within the office by providing oversight for a variety of projects which may include recruitment scheduling; preparation and maintenance of print, web, and social media marketing; scheduling of advising appointments; maintaining office procedures manuals; and special projects. Works with the Director to develop policy, procedures, and plans for new initiatives. Gathers data from a multitude of resources for special projects and assists in analyzing data for reporting purposes. Monitors office efficiency and proposes and implements improvements and modifications to ensure productive, effective, and efficient operations. Maintains current program information in-print and on the web through coordination between the Registrar's Office, departments within the SHP and SHP webmaster.

- Increases and promotes visibility of the School of Health Professions by holding membership and actively participating in outside professional organizations including the Texas Association of Advisors for the Health Professions (TAAHP) and the Texas Association of Collegiate Registrars and Admissions Officers (TACRAO). Represents the Office of Advising, Admissions, and Recruitment Support within the University and with outside organizations. Makes formal presentations to all levels of audiences within the scope of expertise. Suggests and implements staff development opportunities to include such areas as customer service methods and recruitment and communication for morale and team building efforts throughout the SHP. Serves on the School of Health Professions Staff Advisory Committee.

- Initiates and manages correspondence, travel, schedules, special projects, vouchers, requisitions, reimbursements, and other activities related to the responsibility of the Director and the Associate Dean for Students. Initiates and directs written and oral communications at the request of the Director including memos, budget proposals, reports, business correspondence, surveys, and presentations. Ensures records retention compliance for the office.

Essential Knowledge, Skills and Abilities

- Knowledge of admission and academic requirements

- Knowledge of word processing, database, and spreadsheet software, internet, and use of computers and general office equipment.
- Exceptional customer service skills including effective listening.
- Excellent oral and written communication skills.
- Effective organizational, planning and time management skills, with strong attention to detail.
- Ability to work with a diverse group of individuals including faculty, staff and the general public.
- Ability to exercise initiative and complete projects and/or assignments with little or no supervision.

Required Education and Experience

Requires a bachelor's degree with minimum of one year of experience in recruitment, advising, admissions, or related area. Master's degree and/or additional years of experience preferred.

Supervision

Reports directly to the Director of Admissions and Special Programs and receives some instruction from the Associate Dean for Students.