

University of Houston – Clear Lake

Position Description

Job Title: **Admissions Counselor (Int'l)**

Job Code: **3881**

Pay Grade: **020**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree	
Experience	One year related experience.	
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Counsels prospective students with international and domestic credentials regarding their UHCL educational opportunities. Analyzes and evaluates foreign and domestic credentials and admissions applications. Advises students on non-immigrant status and ensures issuance of UH I-20 in compliance with federal and state regulations.

Duties and responsibilities	% Time
Counsels applicants regarding prospective educational opportunities, status of application, immigration, residency and UHCL policies. Researches accreditation status and consults with professional associations, consulates, universities and foreign ministries of education. Analyzes and evaluates admissions applications and foreign credentials; determines undergraduate status and creates graduate admissions portfolios. Processes I-20 (certificate of eligibility) for prospective students in compliance with the Department of Homeland Security and Department of State regulations. Analyzes immigration and residency documents to determine visa and tuition status.	80
Trains departments on international admissions procedures and serves as a liaison between students and departments. Communicates with departments, students and other staff on international admissions policies and I-20 issues. Performs other job-related duties as required.	20

This position description describes the general qualifications, duties and responsibilities of work being performed.