

# University of Houston – Clear Lake

## Position Description

Job Title: **Coordinator, Admissions Processing**

Job Code: **2831**

Pay Grade: **030**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's Degree required.	
Experience	Three years of Admissions processing and transcript evaluating experience in higher education with three years of supervisory experience.	People Soft experience
License/Certification		

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

### POSITION SUMMARY

The Coordinator oversees the processing and evaluating of admission files. This position also executes quality control measures for the processing area which include money handling. The Coordinator of Admissions Processing coordinates the document flow between all units in the Office of Admissions that affect the timetable of applicant admissions from the time all documentation is received until an admission decision is rendered. Makes residency decisions.

Duties and responsibilities	% Time
Oversees the timely receipt of electronic applications and transcripts from Functional Analyst Team. Coordinates the document flow between all units in the Office of Admissions that affect the timetable of applicant admission from the time all documentation is received and scanned to the various functions relating to admission of all freshmen -graduates applicants. Makes some decisions regarding core equivalencies for course work relating to admission requirements. Determines the authenticity of domestic documents. Oversees the process of files being sent to the academic schools and gauges turnaround times.	60
Resolves issues submitted by students and staff. Approves application fee refunds and non-routine fee waivers. Makes residency decisions. Ensures the policies and procedures for handling money are current and executed consistently.	30
Ensures the admissions-related purge process is completed for prospects and applicants who did not enroll at UHCL within one year. Reviews auto-matriculation process daily for freshman and transfer students to ensure it is running properly. Coordinates staff participation in On-the-Spot Admissions events. Other duties as assigned.	10

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