

University of Houston – Clear Lake

Position Description

Job Title: **Admissions Evaluator**

Job Code: **5314**

Pay Grade: **090**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	Two years college level coursework.
Experience	2 years clerical and data entry experience.	Work experience in a college environment involving detailed work in data entry and decision making preferred.
License/Certification		

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

POSITION SUMMARY

Receive and process applications and accompanying documentation for new, former, and continuing international students. Create and maintain student files and enter information into the database. Correspond with students via status letters and telephone inquiries. Responsible for evaluation of transcripts for undergraduate applicants to the university and determining the admissibility of students based on calculation of transfer hours and determination of fulfillment of statutory and university requirements. Calculates GPA's for prospective graduate students. Create check deposit for application fees. Participate in special events for recruitment purposes. Other related duties as assigned

Duties and responsibilities

% Time

Preview and prepare application information and accompanying documentation and enter into database.	30
Evaluation of student files to determine admissibility. Calculation of undergraduate and graduate entering GPAs.	30
Prepare and maintain student files and send out correspondence.	10
Respond to telephone inquiries concerning status of student records.	10
Updating transcript evaluations and semester encumbrance posting and notification to students.	10
Provide back up for the front desk coverage and other duties assigned	10

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

Testing Requirements: Spelling, grammar, typing.