

# University of Houston – Clear Lake

## Position Description

Job Title: **Admissions Specialist**

Job Code: **5315**

Pay Grade: **110**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	
Experience	One year customer service and one year data entry.	
License/Certification		

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

### POSITION SUMMARY

**Admissions Specialist will run processes necessary for admissions processing and data clean-up. This position serves as an alternate Residency Officer, researches student application problems, assists the Assistant Director with limited testing and set-up in the student administration system and provides limited application processing support for the Evaluators.**

Duties and responsibilities	% Time
Performs data clean-up for OB reporting and application processing; runs processes needed for application processing; processes applications from special grant programs; makes final residency decisions in the absence of the Residency Officer; contacts students about residency petitions after consulting with the Assistant Director of Admissions Processing.	40
Research Student Action Memos and applicant problems, forward to Assistant Director of Admissions Processing for resolution.	30
Perform People Soft testing and set-up with the Assistant Director of Admissions Processing and/or Director of Admissions.	20
Updates manuals and documentation on processing practices and guidelines, submits changes to Sr. Business Assistant for Admission's records; serves as back-up to Evaluators during specific times.	10
Other duties as assigned.	

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