

**JOB INFORMATION**

Effective Date	1/9/2023
Job Code:	5327
Job Title:	Admissions Evaluator III
Salary Grade/Structure:	160 - Support Staff
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	40-Clerical and Secretarial
Job Function:	Academic Affairs
Job Family:	Assessment & Accreditation
Job Summary	The Admissions Evaluator III works in coordination with the Office Supervisor and Director to manage the overall execution of duties and quality control in the Admissions Processing Operation (undergraduate and graduate). Trains Admissions Evaluators for both domestic and international student applicants, processes admissions files for undergraduate and graduate programs. Resolves difficult/non-routine application and system processing issues; makes final admissions decisions. Authorized to work with Records to resolve system issues affecting student enrollment and statistical reporting. Performs clean-up activities for student data integrity and reporting. Resolves application processing issues presented by the Admissions staff and functional team; travels to off-campus college and community college events, as well as supports UHCL campus events. Attends cross-campus meetings on behalf of the director.

**COMPETENCIES**

Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/ Preferred	
Associate's Degree	Two Years of College-Level Course work or Equivalent.	Required	
Bachelor's Degree	Bachelor's Degree.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Considerable	Minimum of six (6) years experience working in admissions processing in a higher education setting	Required	
Less than 3 yrs	Minimum of two (2) years' experience in a lead or supervisory position in a higher education setting.	Preferred	
Less than 3 yrs	Minimum of two (2) years' PeopleSoft and/or Banner experience.	Preferred	

## Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Experience with imaging systems, Singularity preferably.	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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## Knowledge, Skills and Abilities

KSAs	Proficiency
• Must have accurate typing skills and strong computer skills.	Basic
• Experience with PeopleSoft Student Information System.	Basic
• Strong verbal and written communication skills.	Basic
• Must exhibit good decision-making and analytical skills.	Basic
• Must have the ability to prioritize and deal with a high-volume workload, work well under pressure and be detail oriented.	Basic
• Must have a valid Texas Driver's license.	Basic
• Must display good interpersonal skills especially in stressful situations.	Basic
• Must exhibit cultural sensitivity and patience.	Basic
• Ability to work independently.	Basic
• Proven critical thinking and problem-solving skills.	Basic
• Skilled in employee training and non-routine decision making.	Basic

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>Assesses volume of daily work to maintain appropriate turnaround times in application processing for three application terms to meet application deadlines; Monitors and maintains quality control to ensure all queries and processes are working properly; Authorized to work with Records to resolve system issues affecting student enrollment and statistical reporting; Provides initial training for new Admissions Evaluators and on-going training as needed; train Enrollment Management Counselors (EMC) on how to navigate PeopleSoft; Researches Student Action Requests forms and issues presented by recruitment area and catalogs them for training purposes. Processes domestic student applicant files with international transcripts including collection and processing documents received and transferring appropriate files to OIAP for international TES. Corresponds with international Admissions counselors about files and documentation for both Graduate and Undergraduate students. Acts as an information resource for EMCs and front counter staff for freshman, transfer, and graduate admissions questions. Coordinates with Director, Office Supervisor, and Leads in implementing new information and changes in the Admissions processing operation.</li> </ul>	30%
<ul style="list-style-type: none"> <li>Works in coordination with the Office Supervisor and Director to manage the overall execution of duties and quality control in the Admissions Processing Operation (undergraduate and graduate). Handles in-depth accreditation research of schools, as applicable. Works with the functional team on issues found and makes final decisions on application fee waivers on behalf of the office supervisor. Acts as backup for transfer credit analyst; access, print, and distribute Freshman Review Data Sheets; accesses Educational Testing Service for verification and entering of student GRE and GMAT scores; Collect documents and identify duplicate ID in the system; prepare data via Excel spreadsheets for reporting; process cleanup of duplicate entries as appropriate;</li> </ul>	30%

## Essential Functions

Essential Function	% TIME
Manages the cleanup of post-bac state mandated readiness standards; Maintains log of evaluator issues and concerns. Research and remove holds in the system or reach out to the correct departments to have holds removed; Enter and articulate transfer credit not currently in the system. Process personal information changes by collecting supporting documents for requests; Receive daily PB ADM_PB_WITH R17 schedule query for cleanup if applicable in addition to CND, Freshmen Review, Apps 8 days old, and UHS denials queries. Collect fee payment receipts via SBS.	
<ul style="list-style-type: none"> <li>Performs all duties of Admissions Evaluator II. Maintains in-depth and current knowledge of undergraduate and graduate admission requirements by college and/or program. Reviews assess and modify or adjust application information in the PeopleSoft system for new and returning students, according to status, program requirements, and enrollment category. Verifies online application fee payments; coordinates refunds through SBS and determines the pre-admissions status of prospective students attending evening and weekend Preview and Open House events held on the UHCL campus; travels off-campus to handle pre-admissions at Pearland Open House Events. Determines GPA and/or test score waiver eligibility, based on career and degree/program status. Determines admission decisions for UG and graduate applicants. Makes initial tuition status decisions. Reviews student information for accuracy, assessing admit types and need for changes or updates. Processes both new and former student applications; Completes transcript evaluation determining if documents are official or unofficial, assess in-progress work; Coordinates with UHCL Registrar Office, UH main, UH System, and Office of Admissions functional teams to correct application data as indicated by systems. Works with OCIII and UH system campuses to correct duplication student ID issues. Alert EMCs of missing documents enter AP courses for HS transcripts and enter the source of the transcript. Calculates both undergrad and graduate GPAs and makes decisions on undergrad freshman applications based on hours and GPA. Makes admissions decisions and matriculation for graduate applicants for Business and HSH graduate students. Transports international documents to the OIAP office attends and assists during. Interacts with admissions managers, advisors, campus community faculty, and staff regarding student file action and/or inquiries.</li> </ul>	30%
<ul style="list-style-type: none"> <li>Assists with community college recruitment by assisting with application processing and review at off-site locations. Attends recruiting events to process OTSEs outside of UHCL Open House including, but not limited to, Pearland Open House and UHCL Campus Visit days.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Contacts other colleges and universities to gather or verify student data. Performs other duties as assigned.</li> </ul>	5%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### Travel Requirements

Estimated Amount	Brief Description