

Job Title: Undergraduate Admissions Coordinator
FLSA Classification: Non-Exempt
Reports to: Senior Director of Admissions and Recruitment

Position Goal:

The goal for each member of the USW campus community is to consistently live the principles of the mission of the University. The USW mission is as follows:

University of the Southwest is a Christ-centered educational community dedicated to developing men and women for a lifetime of servant leadership by emphasizing individual faith, responsibility, and initiative.

- Teaching at the University of the Southwest adheres to belief in God, in the Bible as the inspired Word of God, in Jesus Christ as the Son of God, and in the separation of church and state.
- University of the Southwest strives for excellence in academic curriculum, campus life programming, and student activities in a supportive educational community where freedom of thought and expression is honored and the demonstration of faith in acts of service is encouraged.
- At University of the Southwest, students are instructed and mentored by a faculty and staff who demonstrate Christ-centered values and maintain an environment where students can live and work cooperatively, valuing the multiple cultures from which they come; and
- As a community of initiative, University of the Southwest challenges graduates to become enterprising members of our society contributing to the common good by advocating and participating in the productive commerce of free enterprise, the constitutional privilege of self-government, and the practical contributions of community service.

Position Summary:

The Admissions Coordinator assists the Dean of Enrollment Management and Campus Life and Director of Admissions. Duties include, but are not limited to: greeting students, prospective students, families and other clients, maintaining enrollment services calendar, data entry, transcripts, file maintenance, and **other duties as assigned. This is a full-time position.**

Essential Functions:

- Greet students (prospective and new), families, and other USW clients.
- Data entry to include entering prospect information and applications and updating admissions records in CAMS
- Provide one-on-one admissions counseling to diverse populations which include traditional, non- traditional, and international students.
- Demonstrate ability to provide admissions counseling via in-person appointments, by phone and emails.

- Review and score application materials submitted by applicants for the purposes of making admission decisions and scholarship opportunities.
- Work closely with admissions, registrar, and financial aid staff to advise new students (e.g., evaluates transcripts; explain plans of study, etc.).
- Work closely with the Academic Office, Student Services, and Campus Life to connect students to academic support (e.g., tutoring, counseling, and student life).
- Correspond with prospects and new students regarding admissions procedures
- Maintain undergraduate admissions files
- Assist recruiters with campus tours and other on campus events.

Other Responsibilities:

1. Performs other related duties as assigned.
2. Participates in campus activities.
3. Some weekends and evening hours may be required.

Education, Experience and Skills Required:

1. Bachelor's preferred or willingness to attain.
2. Computer skills, organization skills, excellent communication skills, professional manner and attitude, and comfort level with discrete and confidential matters.

The undersigned acknowledges that he/she has read and comprehends this job description. Further, the undersigned affirms his/her understanding that the responsibilities, expectations, and requirements itemized below are only intended to be a general description of the job, and should not be construed to represent an exhaustive, all inclusive description of the position duties and requirements. University of the Southwest reserves the right to modify this job description at the University's discretion.

By his/her signature, the undersigned agrees to perform, to the best of his/her abilities, the position provided for in this job description.

Employee Signature

Date

Supervisor Signature

Date