Job Title: Educational Online Services Admissions/Advisor
FLSA Classification: Exempt
Reports to: Registrar

Position Goal:

The goal for each member of the campus community is to believe and live consistently by 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 Educational Online Services Admissions/Advisor serves within the Office of the Registrar under the supervision of the Registrar to articulate university academic policies and procedures to new and returning online undergraduate students, advise them, communicate with students for retention/re-enrollment purposes, assist students in maintaining a degree completion plan, oversee new student orientation to USW online programs, and to perform other duties as assigned by the Registrar.

Essential Functions:

1. Conducting initial academic reviews for prospective online students.
2. Make binding University decisions with regard to; admitting new students, evaluating transcripts, reviewing course credit, drop/add, withdrawals, grade changes, retention, and graduation.
2. Maintaining and/or revising degree completion plans for current students.
3. Monitoring and communicating student academic progress.

4. Must be extremely student-friendly and display exemplary student services skills.
5. Must be highly organized with the ability to efficiently manage admissions files and student documents.
6. Work in collaboration with graduate online advisors and School advisors and faculty to meet student needs.

Other Responsibilities:

1. Performs other tasks and duties as assigned by the Registrar.
2. Participates in online program activities.
3. Some travel may be required.

Education, Experience and Skills Required:

1. Bachelor's degree required.

2. Knowledge of principles and practices of online student guidance and advising.

3. Knowledge of university academic policies, standards and admissions procedures.

4. Ability to communicate effectively, both orally and in writing.

5. Some experience in online education.

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 above 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