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<th>Level</th>
<th>Function/ Roles</th>
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| 55E   | Admissions Officer I | Bachelor’s degree 2+ years of applicable experience | • Works with department chairs to set recruitment goals and ensures that they are met  
• Plans recruitment strategy based on goals  
• Analyzes statistics, and create strategies to target student recruitment  
• Selects recruitment venues and other marketing strategies  
• Creates targeted marketing materials and recruitment publications  
• Travels to schools to recruit students  
• Evaluates, and participates in the selection of candidates for admission (recommendations have strong weight)  
• Performs pre and post admissions outreach; counsels admits, denied and wait-listed candidates | IMPACT  
Some impact on operations, resources, or University’s reputation  
SCOPE  
Provides admissions work for a school | RECEIVED  
Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
GIVEN  
Individual Contributor:  
Works independently or as part of a team to achieve results.  
AND/OR  
Supervises:  
Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. |