



## **Classification Description**

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**Job Title:** Admissions Counselor I, Selective Populations

**Pay Grade:** 107

**Job Code:** 4196

**FLSA Status:** Non-Exempt

### **Job Purpose**

This position performs technical and professional work in support of the intake and admission processes for assigned select populations at Florida SouthWestern State College to include bachelor, transient, and international (F1) student applications. The Admissions Counselor I, Selective Populations communicates with prospective select population students, including disseminating admissions information, explaining admission criteria and required documents, and reviewing applicant records to ensure admissions qualifications are met. This position sets the tone for a student-centered, high performance culture that emphasizes excellence in service, quality, productivity and standards.

### **General Responsibilities**

#### **Essential Functions**

Serves as a primary admissions contact to answer questions from prospective and current students regarding Bachelor, F1 and transient admission requirements.

Manages student inquiries and evaluates applicant files to ensure applicant packets are complete, while partnering with program and academic advisors to guide or transition students into Associate and Baccalaureate degree programs.

Reviews admissions applications, academic history, test scores and other documents submitted by applicants to bachelor programs. Evaluates materials to determine if applicant is eligible for admission into the requested program.

Uses the Recruit and Banner systems, and other related admissions programs, to access applicant and admitted student data, communicate with applicants and admitted students, and to generate reports. Communicates with applicants regarding status toward admissions and additional document or prerequisite needs, which includes review and discussion of academic records, licenses, test scores, and other requirements, which vary by academic program.

Serves as a Designated School Official (DSO) for international students and provides I-20s to the students. Maintains federal regulatory compliance and prepares paperwork necessary for international students to obtain F-1 visa, extension of visa, change of visa status, on-campus work approvals, and optional practical training. Continues to maintain international student files beyond admissions including relevant documents provided by students.

## ADMISSIONS COUNSELOR I, SELECTIVE POPULATIONS

Ensures Homeland Security/US Citizenship and Immigration Services compliance with International Student records through the Student and Exchange Visitors Information System (SEVIS) and mandated student immigration files. Remains current on all issues related to SEVIS, international student processing and related activities to ensure College procedure is in accordance with governmental regulations.

Builds and maintains relationships with appropriate staff and faculty in the academic schools to recruit, admit, and transition applicants to enrollees within the bachelor programs.

Verifies applicant progress and compliance with admission requirements. Monitors admission reports and collaborates with College staff in enrollment and academic areas to facilitate the admissions process.

Monitors applicants who are deficient in initial admission requirements and provides admissions decisions to applicants along with guidance around enrollment steps for admitted students, or appropriate courses or outstanding items needed to fulfill program requirements for students who are denied admission to bachelor programs.

Interprets policies regarding admission, readmission, and related subjects. Functions as a resource to potential and current students both on- and off-campus for policies relating to admissions and residency.

Regularly monitors admissions application, enrollment headcount and FTE data for the bachelor's, F-1, and transient programs to evaluate and change current activities, if needed, to address enrollment priorities.

Ensures compliance with Department of Education Rules and Procedures related to associate and baccalaureate programs.

Works to assist individual transient students in their process to take courses at Florida SouthWestern State College for transfer back to their home institution. Completes transient student processes through FloridaShines.

Supports in the development and execution of Florida SouthWestern State College recruitment events for bachelor's programs and international students.

Contacts target groups directly through visits and recruitment meetings, maintains strong relationships with local businesses and community organizations, and develops community contacts to facilitate recruitment and enrollment of students.

Conducts presentations to groups on and off campus to increase awareness of the College and its programs, promotes activities and enrollment of students.

Performs other duties as assigned.

## ADMISSIONS COUNSELOR I, SELECTIVE POPULATIONS

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Bachelor's degree from a regionally accredited institution of higher education.

Two (2) years of full-time professional work experience in admissions, customer service, or high value relationship-based/consultative sales. Appropriate combination of education and experience may be substituted

Ability to travel to businesses, schools and other community contact locations independently.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail. Ability to learn database software; input and retrieve data.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

## ADMISSIONS COUNSELOR I, SELECTIVE POPULATIONS

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicate and collaborate with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills necessary.

Approved: November 15, 2023. Revised: July 1, 2024