



CALIFORNIA STATE UNIVERSITY, STANISLAUS

Phone (209) 667-3354 ♦ www.csustan.edu/HR

EMPLOYMENT OPPORTUNITY

POSITION: Admissions Specialist

JOB #11/39

(Classified as: STUDENT SERVICES PROFESSIONAL IA)

Full-time, temporary position available on or after February 24, 2012 and ending on or before August 27, 2012 in Enrollment Services. Possibility of reappointment based on budget, department needs and job performance.

ESSENTIAL DUTIES: Responsibilities include initial evaluation for admission to the University, evaluation of supplemental work outside of the University and evaluation of changes of major/degree. Position will also support degree audit by updating Transfer Articulation, testing and verifying rules in degree audit. The Admissions Specialist will assist with Chancellor's Office reporting regarding admission and enrollment. The position will also assist with advising prospective students regarding university admission requirements. Serves as a resource to faculty, staff, and students, and participates in New Student Orientation, Preview Day, and other duties as assigned. Duties include, but are not limited to:

- Determine undergraduate eligibility for all students seeking admission to the University. Assess records and provide course to course articulation, determine admission for students seeking a 2nd Bachelor's degree, calculate GPA, assess and determine credit for military and foreign transcripts, interpret test scores for exemption from admission testing, advise students regarding admission to the University, validate courses for graduation, ensure student has met all major and university requirements for completion of degree.
- Interview individual prospective students and review the documents and forms required for CSU admission. Travel to schools and college information events, and represent the university regarding admission requirements for first time freshman, lower division transfer students, and upper division transfer students.
- Review and evaluate academic records for applicants for graduation, determine that student has met all general education, major, and university requirements. Work with faculty to approve and/or clarify major requirements, communicate with students and award degree as appropriate.
- Serve as point of contact for faculty and staff, participate in Preview Day, New Student Orientation, assist with workflow for imaging project, assist with degree audit, and serve as CMS subject matter expert in the area of University admission.

QUALIFICATIONS:

- Equivalent to graduation from a four year college or university in one of the behavioral sciences, public or business administration or a job related field.
- Experience in higher education, familiarity with undergraduate CSU admission requirements, and familiarity with interpreting transcripts from various types of colleges (community college, private and public 4-year institutions); *preferred*.

PREFERRED QUALIFICATIONS:

- Knowledge of CSU eligibility requirements
- Experience in Higher Education
- Experience using PeopleSoft
- Familiarity with automated degree audit
- Familiarity with undergraduate admissions and evaluations

SPECIALIZED SKILLS AND ABILITIES:

- Working knowledge of the basic principles of individual and group behavior.
- Working knowledge of research and observation techniques for the purpose of recording, classifying, and interpreting factual information.
- Working knowledge of the techniques and methods of interviewing.
- Demonstrated ability to gather and analyze data.
- Demonstrated ability to reason logically, draw valid conclusions and make appropriate recommendations.
- Demonstrated ability to participate in and contribute to groups meetings, conferences and interviews.
- Demonstrated ability to clearly express ideas and recommendations orally.
- Demonstrated ability to write clear and concise reports.
- Ability to make accurate records, ability to organize work to meet deadlines
- Ability to be thorough, consistent and accurate in the interpretation of records against criteria
- Demonstrated expertise in using office software packages, technology and systems to include Word, Excel, FileMaker Pro, Contribute and database systems (PeopleSoft preferred)
- Ability to establish and maintain cooperative working relationships with faculty, staff, students and the public.
- The successful candidate must be fingerprinted and successfully pass a background check, which may include checks of employment records, criminal records, civil records, and motor vehicle records.

SALARY RANGE: \$2,872 - \$3,513 per month plus excellent paid benefits. *Position will normally be hired at the entry salary and will be appointed for six months plus one day.*

POSITION IS OPEN UNTIL FILLED. SCREENING OF APPLICATIONS WILL BEGIN ON OR AFTER FEBRUARY 16, 2012

APPLICATION PROCEDURE: Qualified candidates should submit a completed CSUS employment application (download electronic application at http://www.csustan.edu/hr/employment_opportunities/staff/index.html), a resume and letter of interest to:

California State University, Stanislaus · Human Resources Department
Mary Stuart Rogers Educational Services Gateway Building, Suite 320 (3rd Floor)
One University Circle · Turlock, CA 95382 · Phone: (209) 667-3354

Applicants requiring necessary accommodations to the application process may contact Human Resources at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD.

THOSE INDIVIDUALS WHO APPEAR TO BE THE BEST QUALIFIED FOR THIS POSITION WILL BE CONTACTED BY TELEPHONE FOR AN INTERVIEW.

CSU STANISLAUS IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION TITLE IX/SECTION 503/504 EMPLOYER. QUALIFIED WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY. CSU STANISLAUS HIRES ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. CLERY ACT: IN COMPLIANCE WITH THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT, CRIME REPORT STATISTICS ARE AVAILABLE AT <http://www.csustan.edu/UPD/pages/CampusCrimeStatistics/index.html>

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