

POSITION ANNOUNCEMENT

POSITION: Graduate Admissions Officer
POSITION CODE: **BCAT:** 00410X
DEPARTMENT: Graduate School
SALARY RANGE: Up to \$51,736 Annually
APPLICATION DEADLINE: February 8, 2010

QUALIFICATIONS:

Bachelors degree is required; Masters preferred; five years experience in higher education, especially in an Admissions Office, is preferred; general office experience with the ability to operate personal computers is required; experience working with Banner required; excellent verbal and written communication skills, ability to understand, organize and disseminate detailed information is required; experience in working with students, faculty, staff and the general public is required; duties include some evening, weekend work and travel within Georgia and outside Georgia.

ILLUSTRATIVE EXAMPLES OF WORK:

- Receives, processes and inputs into Banner all graduate admissions applications, application fees, transcripts, test scores, reference letters, certificates/licenses, immunizations, and malpractice insurance receipts
- Transmits all application fees to the Business Office and notifies applicants of what is required to complete their admission file
- Communicates with potential students (domestic and international); sends out admissions material
- Prepares admission files to be forwarded to advisors for approval; prepares admission letters for all new graduate students
- Compiles and transmits all official files on all new students admitted to the Records Office
- Responsible for coordinating/organizing graduate recruitment events on and off campus; prepares/orders recruitment materials
- Processes international applications and prepares the Form I-20 for all international students; serves as the Designated School Official for Graduate Admissions per Homeland Security
- Prepares admissions, enrollment and graduation reports each semester
- Responsible for scheduling, organizing and advertising New Student Orientation, Graduate Symposia, Test Preparation Workshops
- Organizes/supervises student workers and graduate assistants in carrying out work assignments
- Plans, implements and updates the Graduate Student Handbook and Graduate Recruitment Handbook
- Responsible for communicating with students, and processing applications for online graduate programs
- Attends all Graduate Council Committee meetings to stay abreast of all graduate program changes
- Performs other duties, as required.

APPLICATION REQUIREMENTS:

Current federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed. In the event a degree is required, official transcripts will be necessary upon employment. Interested candidates should submit an application and resume:

**Human Resources Management
Albany State University
504 College Drive
Albany, GA 31705**

DD: 1/25/10