

Admissions Counselor

PD No.:PD-490

POSITION DESCRIPTION INFORMATION

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Type of Action Requested:***Internal Team:***

ST-AVP for SPEMI - 34106

Job Code/Employee Classification:*

SSP II

Job Code: 3082**Classification Title:**

SSP II

MPP Job Code:**Position Number:**

No position selected.

CSU Working Title:*

Admissions Counselor

Salary Range/Grade:

3082-RANGE A-Grade-1

Reports to Supervisor:

Maura Gatch

Reports To:*Associate Vice President, Strategic
Enrollment ManagementPosition no: ST-10004410**Campus:***

Stanislaus

Division:*

Strategic Plan, Enrl Mgmt, Inn

College/Program:*

Strat Plan,Enroll,Mgmt,Innovat

Department:*

Admissions - 34201

FLSA Status:

Exempt

Hiring Type:**Workplace Type (Exclude Inst Fac):**

On-site (work in-person at business location)

Pay Plan:

12 Months

Pay Plan Months Off:

POSITION DESIGNATION

Mandated Reporter:*

Limited - The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

Conflict of Interest:*

None

NCAA: Yes No**Is this a Sensitive Position?:** Yes No**Care of People (including minors) Animals and Property:**

Yes

Authority to commit financial resources:

No

Access/control over cash cards and expenditure:

No

Access/possession of master/sub-master keys:

No

Access to controlled or hazardous substances:

No

Access/responsibility to personal info:

Yes

Control over Campus business processes:

No

Responsibilities requiring license or other: Yes

Responsibility for use of commercial equipment: Yes

Is this a Campus Security Authority (CSA): Yes No

Serves a security function: No

Designated recipient for crime/misconduct reports: No

Significant responsibility for Student Activities: No

Significant responsibility for Campus Activities: No

Job Summary/Basic Function:* Under general supervision, the Admissions Counselor will lead initiatives at Merced Community College (MCC) to enhance student engagement and facilitate seamless transitions to Stanislaus State University. This role involves establishing strong relationships with prospective students and counselors, providing comprehensive advising, and promoting pathways to post-secondary education, all while tracking student progress and outcomes.

Minimum Qualifications:*

EDUCATION:

- Possession of these knowledge and abilities is typically demonstrated through the equivalent of two years of professional experience in one of the student services program areas or in a related field; experience should give evidence of competence and indicate the potential for further growth. A master's degree in a job-related field may be substituted for one year of the professional experience.

EXPERIENCE:

- 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. Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities shown above may be substituted for the required education on a year-for-year basis.

Required Qualifications:

- Working knowledge of the practices, procedures and activities of the program to which assigned.
- General knowledge of the methods and problems of organizational and program management.
- General knowledge of research and interview techniques; and of the principles of individual and group behavior.
- Ability to interpret and apply program rules and regulations.
- Ability to use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements.
- Ability to obtain factual and interpretive information through interviews.
- Ability to reason logically; ability to collect, compile, analyze and evaluate data and make verbal or written presentation based on these data.
- Ability to advise students individually and in groups on routine matters where required;
- Ability to recognize multicultural, multi-sexed and multi-aged value systems and work accordingly.
- Ability to establish and maintain cooperative working relationships with faculty, CSU administrators, student organizations, private and public agencies and others in committee work, and student advising and community contacts.
- Ability to rapidly acquire a general knowledge of the overall operation, functions and programs of the campus to which assigned.
- Demonstrated ability to make decisions and carry through actions having implications with regard to other program or service areas.
- A background check (which may include: checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be employed with the CSU.

Preferred Qualifications:

- Master's degree in Education, Counseling, Higher Education Administration, or a related field.
- Minimum of 3-5 years of experience in academic advising, student services, or educational program coordination within higher education.
- Experience with student recruitment and retention strategies.
- Experience working with community college systems and knowledge of Associate Degree for Transfer (ADT) requirements.

Special Conditions:

- Ability to work a flexible schedule (after hours, evenings and or weekends). Including campus events as needed.
- The primary work location will be at Merced Junior College, with required travel to the Stanislaus State main campus at least once a week.
- *Schedule is subject to change based on operational needs.

License / Certification:

- Valid California Driver's License

Supervises Employees:* Yes No

If position supervises other employees; list position titles: Student Assistants

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
35	Student Support, Guidance, and Advocacy <ul style="list-style-type: none"> • Provide advising to prospective students, assisting with document reviews and educational goal setting. • Establish and maintain contact with prospective students and counselors to promote post-secondary education and provide information on CSU admissions, financial aid, and academic opportunities. • Encourage students to complete their Associate Degree for Transfer and refer them to counselors for support. 	Essential
35	Program Coordination and Administration <ul style="list-style-type: none"> • Establish programming for the student transition initiative at MCC • Assist with on and off-campus recruitment efforts, including Open House events and counselor conferences. • Participate in campus visits and contribute to jointly sponsored programs between Stan State and MCC. • Maintain knowledge of university courses, majors, and graduation requirements. • Attend training sessions and professional development opportunities. • Prepare and deliver updates to Stan State and participate in staff meetings and events. 	Essential
20	Evaluation, Training, and Program Assessment <ul style="list-style-type: none"> • Create monthly, semester, and annual reports on program effectiveness. • Follow up and track communication with prospective students through the enrollment process, including those denied admission to Stan State. 	Essential
10	<ul style="list-style-type: none"> • Other duties as assigned. 	Essential

Physical Mental and Environmental Demands

**** Physical Mental and Environmental Requirements Must be Completed for all Positions ****

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

Physical and Mental Requirements

Bending:	Occasionally
Climbing:	Never
Concentrating:	Constantly - Essential
Crawling:	Never
Decision Making:	Frequently - Essential
Keyboarding and Mousing:	Constantly - Essential
Lifting or Carrying up to 10 lbs.:	Occasionally
Lifting or Carrying up to 25 lbs.:	Occasionally
Lifting or Carrying up to 50 lbs.:	Occasionally
Lifting or Carrying over 50 lbs.:	Never
Performing Calculations:	Frequently - Essential
Pushing or Pulling:	Occasionally
Reaching Overhead:	Occasionally
Repetitive Motion of Upper Extremities:	Constantly - Essential
Sitting:	Constantly - Essential
Standing:	Occasionally
Stooping Kneeling or Squatting:	Occasionally
Walking:	Occasionally

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Physical & Mental Requirement No. 1

Description:

Other Physical and Mental Req No.1 Frequency:

Other Physical & Mental Requirement No. 2

Description:

Other Physical and Mental Req No.2 Frequency:

Other Physical & Mental Requirement No. 3

Description:

Other Physical and Mental Req No.3 Frequency:

Other Physical & Mental Requirements:

Environmental Requirements

Drive motorized equipment:	Occasionally - Essential
Excessive Noise:	Occasionally
Hazards:	Never
Outdoor:	Occasionally
Elevated Work:	Never
Extreme Temperature (hot or cold):	Never
Indoor (Typical office environment):	Constantly - Essential

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

**Other Environmental Requirement No. 1
Description:**

Other Environmental Req No.1 Frequency:

**Other Environmental Requirement No. 2
Description:**

Other Environmental Req No.2 Frequency:

**Other Environmental Requirement No. 3
Description:**

Other Environmental Req No.3 Frequency:

Other Environmental Requirements: