



<h1>POSITION DESCRIPTION</h1>

Department: Admissions & Registrar
Working Title: Admissions Advisor, Regional Liaison
Job Code: 3082
Time Base: 1.0 (Full-Time)
Position Number: 00000315
Union / Unit (if applicable): Academic Professionals of California / Unit 4

Position Reports To: Associate Director, Admissions & Registrar
Classification: Student Services Professional II
Range Code: 1
Exempt or Non-Exempt: Exempt
Last Update: 10/16/2024

PURPOSE OF POSITION:

Under the general direction of the Associate Director of Admissions, the Student Services Professional has responsibilities for admissions evaluation and transfer advisement in the Office of Admissions & Registrar. The incumbent is responsible for admissions evaluation processes. In addition, the incumbent provides services to assigned region community colleges through transfer student visits and admission advisement efforts. Responsible for coordinating campus visits with assigned colleges.

The Student Services Professional is responsible for informing and advising the public including, but not limited to, prospective applicants, parents, faculty, and administration on admission-related issues; and participating in position specific recruitment and yield activities. The position interprets the requirements for admission, CSU and CSUSM specific, and makes independent decisions regarding the acceptance of coursework to the University and represents the University and the Office of Admissions & Registrar at community college conferences and meetings. Serves as resource to other university staff for issues and problems related to admission to the University. Serves as resource to the external community: community college counselors, representatives from other universities, and academic and program advisors and administrators regarding admissions requirements and procedures.

MAJOR RESPONSIBILITIES:

%OF TIME

Admissions Evaluation	60%
Providing Support to Assigned Region CC Campuses	30%
Administrative	10%

LIST OF DUTIES FOR EACH MAJOR RESPONSIBILITY:

Admissions Evaluation

- Processes undergraduate program admissions.
- Independently analyze and review freshman and transfer applicant records to determine eligibility for admissions.
- Complete admissions evaluation of assigned freshman and/or transfer applicant lists.
- Problem solves student issues concerning admission status and denial.
- Interpret and apply policies from Title V of the California Administrative Code, the California State University Office of the Chancellor, and the University.
- Compute applicant grade point average.
- Determine catalog year.
- Evaluate transfer coursework for specific subject area and unit requirements.
- Evaluate General Education and Major Prep courses.
- Communicate with applicants and/or schools to request additional application documentation or information.
- Meet with prospective students at CSUSM to provide pre-admission advising (virtual and in-person).

- Provides on-site advising to prospective students, which includes understanding and interpreting high school and community college transcripts, courses completed and planned, subject requirements, test results as they correlate to the Grade Point Average and the assessment of academic history to evaluate class standing/status.
- Determine and notate acceptable transfer coursework for general education from private and out-of-state institutions.
- Provides on-going admissions advising to prospective students at assigned schools and community colleges.
- Document admission decisions in OnBase.
- Explain admission decisions, policies, and procedures to applicants.
- Enter appropriate application decision information into student information system.
- Assist in training of new staff members on admissions processing.
- Assist with data clean up and error reports as needed.

Regional Liaison

- Establish and maintain contact with non-local Assigned Region Transfer Center Directors and counselors.
- Serve as a resource for prospective students, applicants, and community college counselors, faculty, staff, on admissions criteria and processes.
- At the direction of the Associate Director of Admissions, Registrar and/or AVP of EMS, will be communicating time sensitive, complex materials, and policy decisions to Transfer Center Directors.
- Conduct transfer center visits to each assigned campus on a minimum once per semester basis.
- Participates in transfer fairs at non-local Assigned Region community college campuses.
- Advises prospective students on appropriate student support services that best serve their educational, social, and academic development needs.

Administrative

- Attends and participates in Admissions & Registrar meetings, division retreats and planning sessions.
- Attends appropriate or assigned campus wide events (commencement, Discover CSUSM, Cougar Blue Day).
- Represents the Office of Admissions & Registrar at various campus events and organizations.
- Represents the Office of Admissions & Registrar and the campus at various off campus and community meetings.
- Assist with EMS activities to support start of semester or other peak periods.
- Serve on EMS or department committees as requested.
- Assist with running and distributing data clean-up queries that relate to application processing.

PROVIDES LEAD DIRECTION OF OTHERS:

None

REQUIREMENTS OF POSITION:

1. List certificates, licenses, or education required

- 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
- Minimum 2-year experience working with academic evaluation or secondary and community college student needs and development.
- Valid CA Driver's License, Class C

2. List additional knowledge, skills, and abilities required for this position.

- Working knowledge of research and interviewing techniques.
- Comprehensive knowledge of educational processes.
- Working knowledge of the ability to rapidly acquire such knowledge of the organization, procedures and activities of CSU San Marcos.
- Ability to rapidly acquire knowledge of and apply CSU eligibility and admissions requirements to provide comprehensive services.
- Working knowledge of the basic principles, practices and major trends in admissions and recruitment.
- Ability to rapidly acquire a working knowledge of the specific objectives of the Office of Admissions & Registrar and its relationship to the total campus operation.
- Demonstrated ability to interpret and apply program rules and regulations.
- Demonstrated ability to gather and analyze data.
- Demonstrated ability to reason logically, draw valid conclusions and make appropriate recommendations.

- Demonstrated ability to present clear and concise information orally and in written reports.
- Demonstrated ability to use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements. Strong organizational and time management skills to maintain multiple responsibilities.
- Experience advising students individually and in groups on routine matters where required.
- Ability to recognize multicultural, multisexed and multi-aged value systems and work accordingly. Understanding of and sensitivity to educational equity cultural issues to support partnerships and provide services.
- 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 establish and maintain cooperative and effective relations with university community as well as private and public agencies.
- Ability to demonstrate an awareness and appreciation of the cultural diversity of the University community and establish and maintain cooperative and effective relations with university employees, students and the public.
- Ability to work effectively as a professional member of the Office of Admissions and Registrar team.
- Ability to rapidly acquire a general knowledge of the overall operation, functions and programs of the campus.
- Demonstrated ability to make decisions and carry through actions having implications regarding other program or service areas.
- Must be computer literate (database, electronic mail, word-processing, and spreadsheet applications in a PC windows environment); must possess working knowledge of computers and student information systems
- Strong written and oral communication skills.
- Ability to analyze and evaluate transcripts, coursework, credits, records and related materials to review applicants.
- Experience providing academic, admissions, and financial aid advising to provide comprehensive services.
- Detailed knowledge of Cal State San Marcos academic, co-curricular and student life programs to recruit students. environment).

3. List machines, tools, equipment, and motor vehicles used in the performance of the duties

- Computer
- Calculator
- Personal vehicle

4. Unique working conditions

- **Involves considerable travel within San Diego County in private automobile.**
- Some out-of-region travel required for system-wide events.
- Evening and weekend hours required during peak evaluation periods.
- Possibly carrying and transporting educational materials.

5. Other Employment Requirements

- The person holding this position is considered a '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](#) as a condition of employment. Limited Reporter
- This position is subject to a background check including, but not limited to, employment verification, education verification, reference checks and criminal record checks. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.
- Must participate in required campus trainings including, but not limited to, Information Security Awareness Training and Sexual Violence Awareness and Prevention “EDU: Eliminate Campus Sexual Misconduct”.

PURPOSE AND NATURE OF WORK RELATIONSHIPS:

Define working relationships with people on and off campus (other than supervisor or people supervised) with whom this employee interacts on a continuing basis, and how often this interaction occurs.

Community College Counselors	To provide higher education information	daily
Prospective Students	To provide higher education information	daily
Admissions & Registrar staff	To gather information and coordinate services	daily
Information Tech. Consultant (EMS)	To coordinate and plan processes	daily
Enrollment Management Services Depts.	To gather information/refer students	daily
Community Based Outreach Programs	To provide higher education information	daily
Parents	Provide information	weekly
Various University Departments/Offices	To gather information/refer students	weekly
CSUSM College Representatives	To gather information/refer students	monthly

PHYSICAL EFFORT:

Check the appropriate box for each of the following items which most accurately describes the extent of the specific activity performed by this employee on a daily basis.

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Sitting			X		
2. Standing		X			
3. Walking		X			
4. Bending Over	X				
5. Crawling	X				
6. Climbing	X				
7. Reaching overhead	X				
8. Crouching	X				
9. Kneeling	X				
10. Balancing		X			
11. Pushing or pulling		X			
16. Driving cars, trucks, forklifts and other equipment					
17. Being around scientific equipment and machinery					
18. Walking on uneven ground					

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
12. Lifting or carrying			X		
A. 10 lbs or less		X			
B. 11 to 25 lbs		X			
C. 26 to 50 lbs		X			
D. 51 to 75 lbs	X				
E. 76 to 100 lbs	X				
F. Over 100 lbs	X				
13. Repetitive use of hands/arms	X				
14. Repetitive use of legs	X				
15. Eye/hand coordination	X				

Yes	No
X	
	X
	X

MENTAL EFFORT

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Directing others		X			
2. Writing		X			
3. Using math/calculations		X			
4. Talking				X	
5. Working at various tempos			X		
6. Concentrating amid distractions			X		
7. Remembering names		X			
8. Remembering details		X			
9. Making decisions		X			
10. Working rapidly		X			
11. Examining/observing details		X			
12. Discriminating colors	X				

ENVIRONMENTAL FACTORS

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Inside				X	
2. Outside		X			
3. Humid	X				
4. Hazards	X				
5. High places	X				
6. Hot	X				
7. Cold	X				
8. Dry	X				
9. Wet	X				
10. Change of temp	X				
11. Dirty	X				
12. Dusty	X				
13. Odors	X				
14. Noisy	X				
15. Working w/others				X	
16. Working around others				X	
17. Working alone		X			

SIGNATURES

The last sheet for any staff position description should contain the signature sheet. Signatures will include the incumbent's signature (if applicable) or new employee, the supervisor's signature and all pertinent administrative personnel.

Employee

Print Name: _____

Signature: _____

Date: _____

Appropriate Administrator (MPP)

Print Name: _____

Signature: _____

Date: _____

Dean/Department Head/Director/AVP (optional)

Print Name: _____

Signature: _____

Date: _____