

CALIFORNIA STATE UNIVERSITY, FRESNO

Position Description Form

Employee Name:	_____	Fresno State ID #	_____
Classification:	Student Services Professional IB	Working Title:	Admissions Specialist
Prepared By (MPP/Chair):	Associate Director	Department:	Admissions and Recruitment
Bargaining Unit: R04	FLSA Status: Non-exempt	Date Prepared:	10-2024

POSITION DESCRIPTION

Overview:

The Admissions and Recruitment Office supports the university's enrollment goals by boldly recruiting and admitting diverse students through equitable partnerships, innovative programs, high-quality services, and providing opportunities for lifelong success.

The Admissions Specialist participates in the implementation of the university's admissions program. The incumbent is responsible for reviewing and evaluating documents for admission and making final admission decisions for an assigned caseload of files. The incumbent works independently and informs students regarding admission requirements for undergraduate admission and recommends paths toward admission. Processing of admissions applications is conducted in accordance with CSU admission policies and Title 5 of the State of California Code of Regulations.

Major Duties of the job include the following:

- Provide excellent customer service to internal and external customers.
- Process tasks from receipt of application to final eligibility determination and electronic preparation of notices of admission for all undergraduate student populations. Including but not limited to UDT, Athletics, EOP, CAMP, Transitory, CGE, FTF, LDT, and RTN as needed to support the team.
- Verify the status of transcripts, test scores, and other documents submitted in support of applications using PeopleSoft and supporting software.
- Identify, clean up, and make exceptions for course credits from military credit, AP, IB, and CLEP programs.
- Determine which transfer courses meet the CSU general education requirements.
- Determine file completion; code and keying support documents into the PeopleSoft student administration system; run various reports and queries in PeopleSoft and Excel to monitor case files and ensure quality control of data needed to process applications in a timely manner.
- Maintain accuracy of applicant's record on PeopleSoft by updating required data fields (entering student standing code, test scores, etc.,)
- Inform applicants of unmet admission requirements by analyzing student transcripts and other academic records for course completion and document requirements of specific programs
- Screen applications for residency determinations and respond to inquiries from applicants.
- Frequent oral, written, and electronic communication with students, prospective new and returning applicants, faculty, and staff about admissions eligibility.
- Act as a resource to campus outreach counselors, faculty advisors, department representatives, and academic advisors in departments and programs providing written, oral, and electronic communication.
- Process Senior Year Forms, update Math and English placement, service indicator, and milestones.
- Assist with ERSA/ERSS end-of-term file edits.
- Prepare admission appeal documents for review by the appeal committee.
- Assist with training and cross-training of staff.
- Assist with various in-person and online workshops.
- Run and filter various reports needed to assist the team.
- Perform other duties in support of the general goals of the Admissions and Recruitment Office such as assisting other areas with workload and tasks.

Secondary Duties of the job include:

- Provide reports and queries on the status of files, assist with residency files, and support the Admissions and Recruitment units as requested.

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Supervisory Responsibility:

Who supervises/leads this position:	Associate Director & UDT Lead
Who is responsible for completing the performance appraisal:	Associate Director Admissions & Recruitment
What other classifications does this position provide leadwork oversight:	n/a

Knowledge, Skills & Abilities:

Knowledge of:

- The basic principles, practices and major trends in a university admissions office, college, or advising center.
- Thorough knowledge of correct English grammar, spelling, and punctuation, and ability to communicate clearly both orally and in writing.
- Working knowledge of the methods and problems of organization and program management.
- Knowledge of research and interviewing techniques.
- Knowledge of the principles of individual and group behavior.
- Knowledge of computer office systems and ability to use a broad range of technology, systems, and software packages (Microsoft Office Suite, Google apps, web-based applications).

Skills/Ability to:

- Rapidly acquire a working knowledge of the specific objectives of the admissions office and its relationship to operations.
- Gather and analyze data, reason logically, draw valid conclusions and make appropriate recommendations. Present clear and concise information orally and in written reports.
- Establish and maintain cooperative working relationships with faculty, CSU administrators, student organizations and other private and public agencies.
- Excellent interpersonal skills and ability to work as part of a team and contribute to a collegial environment.
- Advise students about admission requirements or other academic records policies.
- Learn and interpret a wide variety of complex policies and procedures related to first-time freshman and transfer admission practices including policies governing the admission of student-athletes.
- Handle inquiries from the public that involve researching the status of documents in a complex workflow environment.
- Work in a team environment and collaborate with coworkers to achieve the goals of the department.
- Organize and plan routine work assignments and projects including handling multiple priorities.
- Work with students, faculty, staff, and the public from diverse ethnic, cultural, and socioeconomic backgrounds.
- Understand and abide by the Family Education Rights and Privacy Act (FERPA) and state of California policy regarding the confidentiality of records.

Education and Experience:

- Equivalent to graduation from a four-year college or university in one of the behavioral sciences, or a job-related field and one year experience in professional student services work at the trainee level.
 - Equivalent amounts of graduate level job-related education may be substituted for the required experience.
 - 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.

Preferred Skills:

- Familiar with student services and academic programs.
- Experience in the use of the PeopleSoft Student Administration System.
- Experience in the use of Bulldog Connect.
- Experience evaluating transcripts and computation of GPAs.
- Knowledge of transfer policies & procedures, and admission requirements.

SPECIAL CONDITIONS OF EMPLOYMENT AND POSITION DESIGNATIONS:

This position will have a duty to report to the Campus Title IX Officer information pertaining to victims of sex discrimination, sexual harassment, sexual misconduct, dating/domestic violence, and stalking as required by [CSU Executive Order 1095](#).

This position description is not an employment agreement or contract. Management has the exclusive right to alter this Position Description. Notification of changes will be provided to the employee consistent with the applicable bargaining agreement.

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Employee Name: _____
 Department: Admissions and Recruitment

Position: SSPIB Admissions Specialist
 Date Prepared: 10-2024

WORKING ENVIRONMENT

Check the appropriate box which most accurately describes the extent of the specific activity performed by the employee on a daily basis. If the activity is performed for less than one (1) hour each day, check the N/A box.

PHYSICAL EFFORT

	Number of hours/day						Number of hours/day				
	N/A	1-2	3-4	5-6	7+		N/A	1-2	3-4	5-6	7+
1. Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12. Lifting or carrying	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. 10 lbs. or less	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. 11 to 25 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Bending Over	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. 26 to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. 51 to 75 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E. 76 to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Reaching overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F. Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Crouching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Repetitive use of hands/arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Repetitive use of legs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Balancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Eye/hand coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Pushing or pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
						Yes	No				
16. Driving cars, trucks, forklifts and other equipment						<input type="checkbox"/>	<input checked="" type="checkbox"/>				
17. Being around scientific equipment and machinery						<input type="checkbox"/>	<input checked="" type="checkbox"/>				
18. Walking on uneven ground						<input type="checkbox"/>	<input checked="" type="checkbox"/>				

MENTAL EFFORT

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

ENVIRONMENTAL FACTORS

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