<table>
<thead>
<tr>
<th>Category</th>
<th>Job Function</th>
<th>Job Summary</th>
<th>Involves developing and implementing programs for student outreach, recruitment, and admissions for the university and / or school / college / department within appropriate constituents and communities; and educating the public about admissions requirements, policies, and processes.</th>
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<tr>
<td>Job Level</td>
<td>Entry</td>
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<td>Experienced</td>
</tr>
<tr>
<td>Job Title</td>
<td>Admissions Recruitment Spec 1</td>
<td>Admissions Recruitment Spec 2</td>
<td>Admissions Evaluator 3</td>
</tr>
<tr>
<td>Job Code</td>
<td>4507</td>
<td>4508</td>
<td>4511</td>
</tr>
<tr>
<td>Tracking Code</td>
<td>A0649</td>
<td>A0646</td>
<td>A2016</td>
</tr>
<tr>
<td>Per. Program</td>
<td>PSS</td>
<td>PSS</td>
<td>PSS</td>
</tr>
<tr>
<td>FLSA</td>
<td>Non-Exempt</td>
<td>Non-Exempt</td>
<td>Exempt</td>
</tr>
<tr>
<td>Generic Scope</td>
<td>Entry-level professional with limited prior experience; learns to use professional concepts to resolve problems of limited scope and complexity; works on assignments that are initially routine in nature, requiring limited judgment and decision making. Employees at this level are expected to acquire the skills and knowledge to perform more advanced work following an agreed upon time in position, through defined training and development planning.</td>
<td>Professional who applies acquired job skills, policies, and procedures to complete substantive assignments / projects / tasks of moderate scope and complexity; exercises judgment within defined guidelines and practices to determine appropriate action.</td>
<td>Experienced professional who knows how to apply theory and put it into practice with in-depth understanding of the professional field; independently performs the full range of responsibilities within the function; possesses broad job knowledge; analyzes problems / issues of diverse scope and determines solutions.</td>
</tr>
<tr>
<td>Custom Scope</td>
<td>Uses professional admissions and recruitment concepts by assisting with recruitment efforts and / or preparing admissions materials.</td>
<td>Applies skills as a recruitment and / or admissions professional. Provides substantive information on student programs for the organization or in college / school / department. Performs recruitment activities. Evaluates and makes determinations regarding applications for admission using established guidelines.</td>
<td>Applies skills as a seasoned, experienced admissions professional, to identify potential students, and independently reviews applications for admission, using professional judgment in determining whether applicant meets the requirements for admission, making exceptions to admissions requirements, and taking into account a variety of requirements. Recommends improvements / modifications to the program.</td>
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Job Family: Student Services  
Job Function: Admissions and Recruitment  
Category: Professional

Job Summary
Involves developing and implementing programs for student outreach, recruitment, and admissions for the university and / or school / college / department within appropriate constituents and communities; and educating the public about admissions requirements, policies, and processes.

Key Resp 01  
Under close supervision from manager or higher level Admissions / Recruitment Specialist, provides information to the public and prospective applicants on admissions requirements, and school / college programs and curricula.

- Provides information about higher education generally and UC specifically one-on-one and to groups.
- Uses professional judgement to review complex applications for admissions to the University.
- Plans visits to schools; schedules and makes presentations, conducts interviews, and handles follow-up visits as appropriate.
- Evaluates the effectiveness of the recruitment program, considering general college admissions / enrollment goals, financial aid / scholarships, number of UC applicants, acceptance rate, and graduation rate from the University.
- Provides comprehensive expert guidance on University admissions policies.

Key Resp 02  
Prepares admissions materials for review.

- Provides substantive information on admissions requirements, school / college programs and curricula, financial aid, housing, and career opportunities.
- Assesses applicants for motivation, initiative, leadership potential, work / life experience, extracurricular activities, socioeconomic status, disabilities, and educational / personal hardship.
- Identifies potential students, and provides information about higher education generally and UC specifically.
- Assists management in the design and implementation of admissions programs.
- Oversees implementation of University admissions regulations and guidelines, and evaluates effectiveness.

Key Resp 03  
Produces reports.

- Serves as liaison between students, parents, college / universities, community agencies, and UC college / school / department.
- Evaluates transcripts and international records for eligibility.
- Provides in-depth information on admissions requirements, prerequisite courses, school / college programs and curricula, specific financial aid criteria, and career opportunities.
- Oversees the design, planning and implementation of a specific application review and selection process.
- Serves on systemwide committees and leads efforts to identify and propose improvements to recruitment strategy and technology to enhance yield.

Key Resp 04  
Exercises professional judgment in reviewing, evaluating, and recommending applicants for admission using established guidelines.

- Assesses academic preparedness of traditional, special-program, and international applicants.
- Assesses academic preparedness of traditional, special-program, and international applicants.
- Prepares strategy and plans for recruitment drive programs.
- Acts as spokesperson and counsels statewide education partners and participates in training opportunities to advance understanding of admissions programs and guidelines.
- Provides consultation to and develops systemwide publications describing admissions evaluations policies.

Key Resp 05  
Consults with experienced level staff or faculty when reviewing more complex applications.

- Using extensive knowledge of college / school / department requirements and applicant pool, assesses the applicants' overall record and experience
- Evaluates transcripts and international records for eligibility.
- Reviews most difficult and complex admissions cases, provides assistance to experienced admissions specialists.
- Provides consultation to and develops systemwide publications describing admissions evaluations policies.
| Key Resp 06 | Responds to inquiries from prospective students regarding entrance requirements, application procedures, financial aid availability, housing alternatives, etc. | Screens applicants for school / college / department faculty. | Performs recruitment activities, including writing or editing materials, and representing the school / college / department at admissions events and other forums. | Performs course-by-course evaluations for transfer credit. | For final admissions determination and recommendation. | Researches foreign educational systems as needed and analyzes academic records from foreign secondary and tertiary institutions (including study abroad records). | Evaluates effectiveness of admissions and / or recruitment programs and makes recommendations for recruitment strategy to enhance yield. | May lead and direct work of lower level staff. |
| Key Resp 07 | Performs course-by-course evaluations for transfer credit. | Assesses applicants for motivation, initiative, leadership potential, work / life experience, extracurricular activities, socioeconomic status, disability, and educational / personal hardship. | For undergraduates, makes final determination of transferability of international course work. |
| Key Resp 08 | Serves as liaison between students, parents, colleges / universities, community agencies, and UC college / school / department. | Represents college / school / department or organization as it relates to specialist’s specific area of expertise and provides guidance to other specialists in that area of expertise, such as international admissions or articulation agreements. |
| Key Resp 09 | Uses extensive knowledge of college / school / department requirements and applicant pool, to assess the applicants’ overall record and experience for final admissions determination and recommendation. | Manages the process of developing articulation agreements between and colleges / universities. |
| Key Resp 10 | Screens applicants for school / college / department faculty. | Documents and communicates transfer course equivalencies. |
| Key Resp 11 | Uses professional judgment when reviewing complex applications for admission. | Evaluates and recommends fellowship and scholarship awards for admitted applicants. |
| Key Resp 12 | Produces special and annual |
Job Family | Student Services  
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Job Function | Admissions and Recruitment  
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Job Summary  
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<th>Job Level</th>
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<tr>
<td>Key Resp 13</td>
<td></td>
<td></td>
<td>Performs course-by-course evaluations for transfer credits.</td>
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<tr>
<td>Key Resp 14</td>
<td></td>
<td>Plans, manages and implements events to enhance recruitment and yield, diversity initiative events, mentoring programs, electronic communications, and similar activities.</td>
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<tr>
<td>Key Resp 15</td>
<td></td>
<td></td>
<td>Assesses effectiveness in attracting quality students to UC.</td>
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</tbody>
</table>

**Education 1**  
Bachelor's degree in related area and/or equivalent experience/training.  
Bachelor's degree in related area and/or equivalent experience/training.  
Bachelor's degree in related area and/or equivalent experience/training.  
Bachelor's degree in related area and/or equivalent experience/training.  
Bachelor's degree in related area and/or equivalent experience/training.

**Education 2**  
**Education 3**  
**Education 4**  
**License 1**  
**License 2**  
**License 3**  
**License 4**  
**Cert 1**  
**Cert 2**  
**Cert 3**  
**Cert 4**  
**Spec Cond 1**  
**Spec Cond 2**  
**Spec Cond 3**  
**Spec Cond 4**  
**KSA 01**  
Basic knowledge and experience working with a diverse student population.  
Knowledge and experience working with a diverse student population.  
Thorough knowledge and experience working with a diverse student population.  
Thorough knowledge and experience working with a diverse student population.  
Advanced knowledge and experience working with a diverse student population.  
Expert knowledge and understanding of UC and the undergraduate admissions program.
### Job Family
- Student Services

### Job Summary
Involves developing and implementing programs for student outreach, recruitment, and admissions for the university and / or school / college / department within appropriate constituents and communities; and educating the public about admissions requirements, policies, and processes.

### Category
- Professional

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<table>
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<tr>
<th>KSA 02</th>
<th>Basic knowledge of UC, and the ability to explain basic information to prospective applicants and the public.</th>
<th>Working knowledge of UC, and the ability to interpret policies and procedures to prospective applicants and the public.</th>
<th>Ability to interpret and communicate University policies and procedures to prospective students and the public.</th>
<th>Advanced knowledge and understanding of UC, and the ability to interpret and communicate University policies and procedures to prospective students and the public.</th>
<th>Excellent ability to interpret and communicate policies and procedures to the University community, educators, prospective students and the public.</th>
</tr>
</thead>
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<tr>
<th>KSA 03</th>
<th>Basic knowledge of academic programs, including curricula, admissions requirements at UC.</th>
<th>Working knowledge of academic programs, including curricula, admissions requirements, and financial aid programs at UC.</th>
<th>Thorough and comprehensive knowledge of academic programs, including curricula, admissions requirements, and financial aid programs, at colleges / universities and specifically at UC, and / or specific colleges and schools.</th>
<th>Advanced and comprehensive knowledge of academic programs, including curricula, admissions requirements, and financial aid programs, at colleges / universities and specifically at UC.</th>
<th>Broad knowledge of academic programs, including curricula, admissions requirements, and financial aid programs, at colleges / universities and specifically at UC.</th>
</tr>
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<tr>
<th>KSA 04</th>
<th>Ability to communicate effectively orally and in writing.</th>
<th>Ability to maintain cooperative relationships with schools, universities, community organizations and other institutions.</th>
<th>Ability to establish and maintain cooperative relationships with schools, universities, community organizations, and other institutions.</th>
<th>Advanced ability to establish and maintain cooperative relationships with schools, universities, community organizations, and other institutions.</th>
<th>Excellent ability to lead collaborative relationships with UC, schools, other universities, community organizations, and other institutions.</th>
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<tr>
<th>KSA 05</th>
<th>Working knowledge of admissions requirements for campus / school / college.</th>
<th>Ability to develop recruitment programs, and design effective materials.</th>
<th>Advanced ability to develop recruitment programs, and design effective materials.</th>
<th>Expert ability to develop recruitment programs, and design innovative and effective materials.</th>
<th></th>
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<tr>
<th>KSA 06</th>
<th>Ability to communicate effectively orally and in writing.</th>
<th></th>
<th></th>
<th>Advanced understanding of admissions technology.</th>
<th>Strong understanding of admissions related technology.</th>
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</thead>
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<tr>
<th>KSA 07</th>
<th></th>
<th></th>
<th>Advanced knowledge of project management including complex program design, implementation, and evaluation.</th>
<th>Expert knowledge of project management including complex program design, implementation, and evaluation.</th>
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<tr>
<th>KSA 08</th>
<th></th>
<th></th>
<th>Advanced knowledge of admissions requirements for campus / school / college, including mitigating circumstances / bases for exceptions.</th>
<th>Comprehensive understanding of admissions requirements for campus / school / college, including mitigating circumstances / bases for exceptions.</th>
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<tr>
<th>KSA 09</th>
<th></th>
<th></th>
<th>Advanced skills to develop the school's / college's strategic</th>
<th>Advanced skills to develop the University's strategic</th>
<th></th>
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### Job Level
- **Entry**
- **Intermediate**
- **Experienced**
- **Experienced**
- **Advanced**
- **Expert**

#### KSA 10
- Advanced knowledge of tertiary level foreign credentials, secondary school records, study abroad programs and policies, and the knowledge of major educational systems of the world.
- Expert knowledge of tertiary level foreign credentials, secondary school records, study abroad programs and policies, and the advanced knowledge of major educational systems of the world.

#### Environment
- Campus or other university setting and various external venues.
- Campus or other university setting and various external venues.
- Campus or other university setting and various external venues.
- Campus or other university setting and various external venues.
- Campus or other university setting and various external venues.
- Campus or other university setting and various external venues.

#### Career Path
- **Career Path 1**
  - Admissions Recruitment Spec 2
  - Admissions Recruitment Spec 3
- **Career Path 2**
  - Admissions Recruitment Spec 3
  - Admissions Recruitment Spec 4
- **Career Path 3**
  - Admissions Recruitment Spec 4
- **Career Path 4**
  - Admissions Recruitment Spec 5
- **Career Path 5**
  - Admissions Recruitment Mgr 1