Admissions Specialist
(Job Number: 58649BR)

<table>
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<tr>
<th>Campus Location</th>
<th>West</th>
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<tbody>
<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
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<tr>
<td>Grant Funded Position</td>
<td>This is not a grant-funded position and is not contingent on future grant funding.</td>
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<tr>
<td>Salary</td>
<td>Depends on experience</td>
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<tr>
<td>Close Date</td>
<td>February 13, 2020</td>
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**Job Description**
Mary Lou Fulton Teachers College is seeking a qualified individual for the position of Admissions Specialist for the Office of Student Services, Graduate Student Services. The Admissions Specialist provides administrative and operations support for graduate program admission, academic advising, and front desk services. Under general supervision, the Admission Specialist will serve as a key contributor in supporting timely and accurate admission recommendations for graduate students in the college.

This position is located primarily at the West campus, but occasional travel to other ASU campuses or off-campus locations is required.

**Essential Duties**
- Processes applications for master's and graduate certificate programs.
- Performs various administrative duties to support admissions (prepares and distributes documents, information packets, updates and maintains tracking database and lists, etc.)
- Assists students and recruitment staff with admissions process questions through phone calls, email, and/or walk-ins.
- Communicates with students, faculty, and staff through various methods to update and inform of admission status.
- Analyzes procedures and makes recommendations for improvement.
- Assists in development of new programs including program materials, policies or procedures, and admission and advising materials.
- Under direction of supervisor, engages in recruitment and retention activities.
- Assists in specialized administrative, operational or technical projects in area of assignment.
- Participates in special projects with staff as directed.
- Performs various clerical duties in support of the office (reception, phones, appointment scheduling, etc.).
- Performs other duties as assigned.

**Minimum Qualifications**
High School Diploma and three (3) years experience in an office environment with high volume; OR, Any equivalent combination of experience, and/or education from which comparable knowledge, skills and abilities have been achieved

**Desired Qualifications**
- Evidence of a bachelor's or master's degree highly preferred.
- Knowledge of principles, practices and procedures pertaining to admissions.
- Knowledge of higher education recruitment practices and principles.
Knowledge of ASU academic requirements and admission policies.
Knowledge of functionality of higher education student information systems.
Knowledge of principles, practices, and methods of admissions, marketing and enrollment.
Knowledge of the principles, practices, methods and techniques of customer service.
Experience in providing thorough and complete attention to detail, following multi-stepped processes, and maintaining accurate records.
Skill in performing, organizing, and prioritizing work activities.
Skill in establishing and maintaining effective working relationships.
Skill in the use of personal computers and related software including Microsoft Office.
Ability to work in an environment subject to regular interruptions, multi-tasking and re-prioritizing potentially conflicting assignments.
Ability to articulate professionally and concisely orally and in writing.
Ability to work and communicate effectively with a diverse audience.

Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse; frequently required to stand for varying lengths of time and walk moderate distances to perform work.
Occasional bending, reaching, lifting, pushing and pulling up to 25 pounds.
Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts.
Ability to clearly communicate verbally, read, write, see and hear to perform essential functions.
Regular use of standard office equipment including, but not limited to: computer workstation/laptop (keyboard, monitor, mouse), printer, fax, calculator, copier, telephone and associated computer/technology peripherals.
This position receives regular review of objectives.

Arizona State University’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people and takes action to improve education. Nationally recognized as a leading innovator in teacher education and scholarly research, Mary Lou Fulton Teachers College prepares over 6,000 educators annually.

MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the quality of teaching and learning and the performance of education systems.

MLFTC mobilizes people through bachelor's, master's and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement.

MLFTC takes action by bringing people and ideas together to increase the innovation capabilities of individual educators, schools and organizations, districts and communities.
**ASU Statement**

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

**Notice of Availability of the ASU Annual Security and Fire Safety Report**

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety Report is available online at https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit https://cfo.asu.edu/relocation-services.

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<thead>
<tr>
<th>Employment Verification</th>
<th>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</th>
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<tr>
<td>Background Check Statement</td>
<td>ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.</td>
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<tr>
<td>Instructions to Apply</td>
<td>Application deadline is 3:00PM Arizona time on the date indicated. Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position. Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position. ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.</td>
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Only electronic applications are accepted for this position.  
https://cfo.asu.edu/applicant