## Admissions Specialist  
(Job Number: 98569BR)

<table>
<thead>
<tr>
<th>Campus Location</th>
<th>West Valley</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 a not grant-funded position and is not contingent on future grant funding.</td>
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<tr>
<td>Salary</td>
<td>$42,000 - $47,000 per year; DOE</td>
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<tr>
<td>Close Date</td>
<td>February 9, 2024</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 Academic and Career Success, Graduate Services. The Graduate Services team is responsible for providing exemplary support to students in our master’s and doctoral degree and graduate certificate programs. Our team model focuses on personalized engagement to deliver exceptional service and support for every learner we serve. The Admissions Specialist provides administrative and operations support for graduate program admission functions.

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
- Provides guidance to applicants related to the graduate application process, required materials, and file review and decision timelines
- Performs various administrative duties to support admissions (prepares and distributes documents, information packets, updates and maintains tracking database and lists, runs queries, etc.)
- Communicates with students, faculty, and staff through various methods to update and inform of admission status
- Answer inbound and generate outbound communication (via telephone, email, etc.) to applicants to support completion of application requirements and submission of supporting materials
- Assists in specialized administrative, operational, or technical projects in area of assignment
- Reviews and evaluates documents and academic credentials or transcripts for alignment with programmatic admission requirements
- Participates in special projects with staff as directed
- Works collaboratively and collegially with assigned admission team and with other college and university departments to facilitate comprehensive applicant support
- Interprets and explains college and university policies and procedures related to admission
- 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 an Associates Degree and/or college coursework highly preferred  
Knowledge of principles, practices and procedures pertaining to university admissions  
Experience in applying the principles, techniques and methods of teamwork, compromise, and collaboration to produce desired outcomes  
Experience in working effectively in an environment subject to regular interruptions, multi-tasking, and re-prioritizing potentially conflicting assignments  
Experience in providing thorough and complete attention to detail, following multi-stepped processes, and maintaining accurate records  
Experience in rapidly adapting and effectively utilizing new technology, practices, policies, and methods  
Experience in establishing and maintaining effective working relationships with peers, faculty, students, administration, and other interested parties  
Evidence of effective communication  
Ability to demonstrate sensitivity to needs of a diverse student population |
| Working Environment | 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 to perform essential functions. |
| Department Statement | ASU’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people, and takes action to improve education. Nationally recognized as a leader in teacher preparation, leadership development and scholarly research, Mary Lou Fulton Teachers College prepares over 8,000 educators annually. MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching and the effects of education policy. 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 capabilities of individual educators and the performance of education systems.  
Aligned with ASU’s charter, MLFTC is committed to inclusion and student success. The college’s core value of Principled Innovation connects individual decision making with the social, cultural, emotional and educational needs of others while creating positive change for humanity. |
| 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 https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco

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/az-resources.

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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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<tbody>
<tr>
<td>Fingerprint Check Statement</td>
<td>This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.</td>
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<tr>
<td>Instructions to Apply</td>
<td>Application deadline is 3:00PM Arizona time on the date indicated.</td>
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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.

Only electronic applications are accepted for this position. #98569BR