**Admissions Application Evaluator**

**General Description:** Will be performing a comprehensive evaluation of prospective student applications for the purpose of recommending admissions decisions. Utilizes knowledge of institutional requirements and needs as well as applicant qualifications to make recommendations. Serves and votes on an admission committee, presents cases to the appeal committee, and advocates for decisions on behalf of candidates and the institution.

# Job Responsibilities

* Determines and requests necessary documentation to support decisions.
* Creates detailed notes summarizes the evaluation results.
* Monitors and analyzes historical and current recruitment and admission data and trends; utilizes that information in decision-making.

# Qualifications

Bachelor's degree is required. Those with experience in higher education or working in undergraduate admissions or secondary education will be given preference.

Candidate must be extremely detail-oriented and committed to operating with integrity and sensitivity for confidentiality. Must possess a knowledge of and abide by the Statements and Principles of Good Practice of the National Association for College Admission Counseling. Must have an understanding of college preparation and the types of curricula available in a college preparatory secondary or post-secondary experience. Must be able to synthesize a case for admission or denial within the context of information available. Must have a strong ability to prioritize work and be highly organized.

*This document describes the general nature and level of work being performed by people assigned to this job. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.*