The University of Texas at El Paso

Job Overview			
Job Title	College Enrollment Advisor	**FLSA Status**	Exempt
Job Code	13071	**Creation Date**	October 15, 2010
Department	Outreach Programs	**Revision Date**	

Position Details	
Purpose	Advises prospective students regarding the institutional student admissions process.
Duties and Responsibilities	Responsible for advising prospective students, parents, educational administrators and other interested persons regarding enrollment requirements, policies and procedures. Explains the University's admissions, housing and financial aid process to students and parents. Makes decisions requiring initiative and judgment in responding to individual student needs; uses discretion in finding solutions, and works independently on significant matter; monitors students' academic information and curricula; maintains accurate records on students' academic progress; may create databases for student records; creates and executes communication plan to students; sends correspondence. Answers questions in person and over the telephone regarding program policies, practices, and operations. Assists in developing and planning strategies for student registration to include effective administration of assessments and dissemination of information needed for increased access and motivation of entering students. Understands and interprets the various college requirements and academic options to facilitate the student's pursuit fields of interest. May assist with educational goal setting and development of semester schedules; identifies barriers that could impede academic success; incorporates developmental and multicultural advising skills. Serves as mentor, advocate, and contact for students; participates in retention and intervention programs for students; manages academic career choices for students. Develops relationships with students, parents, faculty, staff and other community members; replies to phone calls, correspondence, and e-mail from prospective students and their family members. Conducts campus tours for students, parents, and other community members. Serves as a liaison with other departments. Maintains a high degree of confidentiality on all of the sensitive information this position is privy to. Compiles and records statistical data and periodic reports.

Duties and Responsibilities Continued	Participates in professional conferences and individual professional development; may present or assist with presentations at conferences. Works in collaboration with college administrators, faculty members, and other campus officials. Knowledge of all Microsoft Office software and able to learn and use institutional software systems. Complies with all State and University policies. Other duties may be assigned. Supervisory Responsibilities No supervisory responsibilities.		
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. . While performing the duties of this job, the employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, and crawl. The employee is regularly required to sit; use hands to feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and move up to 25 pounds.	**Work Environment**	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Qualifications			
Minimum Education Required	Bachelor's Degree	**Minimum Experience Required**	Familiarity with student admissions processes; or equivalent combination of education and experience.
Preferred Education Required		**Preferred Experience Required**	

Core Competencies			
Quality of Work	Knowledge Responsiveness Accountability Customer Services Accuracy Commitment	**Productivity**	Analytical Thinking Prioritization Problem Solving Completion of Job Assignments Works Independently Initiative/Proactive
Reliability	Adaptability Trustworthiness Dependability Supportive Integrity Attendance	**Teamwork**	Collaboration Interpersonal Skills Networking Communication Contribution

Position Specific Competencies			
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Equal Opportunity/Affirmative Action Statement
The University of Texas at El Paso is an Equal Opportunity / Affirmative Action Employer. The University does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information, veteran status, or sexual orientation and gender identity in employment or the provision of services.

Note: The primary accountabilities above are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed above. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.