

JOB DESCRIPTION:	Admissions Specialist – Graduate / Undergraduate Admissions		
DEPARTMENT:	SAEM - Graduate / Undergraduate Admissions		
REPORT TO:	Director – Graduate / Undergraduate Admissions		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR	401130	DATE APPROVED:	27-AUG-2020
CLASSIFICATION:		DATE MODIFIED:	30-JUL-2025

SUMMARY: The Admissions Specialist works with all incoming graduate or undergraduate students by processing applications, ensuring data integrity, and preparing students through supportive efforts for starting or continuing college.

DUTIES:

1. Processes applications and maintains accurate student records.
2. Provides applicant support and correspondence to complete application files. This includes processing online internet submissions, corresponding with applicants regarding missing application materials, updating applicant files with supporting materials, etc.
3. Supports the graduate and undergraduate felony review process through document collection and communication.
4. Supports the functionality and data integrity of the CRM and ERP systems by entering applicant information, reviewing and correcting student records to support data integrity. Applies discount and attribute codes and verifies qualifications as required.
5. Assists incoming students by discussing degree/program options and coordinating advising and registration.
6. Collaborates with academic departments and student services to support student success.
7. Maintains up-to-date knowledge of academic programs, student life, and admissions policies.
8. Participates in the development and implementation of recruitment, marketing, and enrollment strategies.
9. Processes and resolves admissions-related petitions, appeals, and disputes.
10. Assists with the review and maintenance of admissions-related web content.
11. Supports planning and execution of admissions events such as Open House and Orientation and other events.
12. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree required. Recruiting or sales experience or Master's degree preferred but not required. Bilingual (Spanish) is a plus.
2. **Job Knowledge:** Knowledge of the basic program content and requirements of all degrees offered. **Considerable knowledge of college readiness standards and initiatives. Ability to keep complex records;** to assemble and organize data of complex nature, and to prepare and submit reports in acceptable formats. Ability to establish and maintain good working relationships. Ability to work independently in remote locations with little to no supervision. Knowledge of safety and security precautions appropriate to work performed. Must have solid demonstrated knowledge of administrative functions. Must be knowledgeable of University policies. Must be able to maintain a high level of confidentiality. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport

normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.

4. Other requirements:

- a. Requires a valid driver's license.
- b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)