



## Office of Admissions Opportunity at the University of Iowa

### POSITION OVERVIEW

<b>Department:</b> <a href="#">Office of Admissions</a>	
<b>University Classification:</b> Admissions & Enrollment Services Evaluator	<b>UI Job Code:</b> PCD1 <b>Pay Level:</b> 3A
<b>Working Title:</b> Undergraduate Evaluator	
<b>Percent Time:</b> 100% (40hrs/wk.)	<b>Position Type:</b> Regular P&S, Ongoing, 00000250
<b>Administrative Supervisor:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Reports to:</b> Assistant Director, Undergraduate Evaluation
<b>Compensation:</b> \$41,000 – commensurate pending final candidates related experience	

### POSITION SUMMARY

To review, analyze, and evaluate admission information including self-reported high school data, high school transcripts, college transcripts, and test scores to make routine undergraduate application decisions based on established criteria. Develop and utilize extended knowledge of uAchieve program to help with audit transition issues and be authority for undergraduate staff. Review daily communication output to ensure accuracy in emails and letters. Advise students and parents on undergraduate application procedures and requirements via email, chat, telephone, etc.

### WHAT YOU DO

- Recruit Students: Promote the University to the Public:**
- Serve as liaison with programs or colleges. May include providing admission committees with required data, serve in an advisory capacity to admission committees, establish procedures between offices for select student populations such as formerly dismissed students, meeting with advisors for particular program needs.
- Application Processing and Evaluation/Credit Evaluation:**
- Determine if applicant is admissible based on each undergraduate colleges’ admission requirements.
  - Review self-reported high school application information for first-year students to determine accuracy.
  - Contact applicants and/or high school counselors to obtain information on grading scales, rank-in-class, grade point average scales, etc.
  - Evaluate transfer credit to determine acceptance and how it applies to general education requirements, prerequisites, and some major requirements for each of the undergraduate colleges.
  - Evaluate international student applications, determine eligibility of international transfer credit, and respond to international student inquires.
  - Approve and indicate how transfer courses completed by current UI students will apply toward the UI degree.
  - Keep current with course and curriculum changes from the UI and transfer institutions and revise transfer course equivalencies and rules accordingly.
  - Identify ways to improve processing and present ideas to staff and supervisor for discussion and implementation.

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- Apply knowledge of each of the undergraduate colleges' admission requirements, major requirements, and general educations requirements.
- Help other offices with admission-related services, such as attending Orientation program check-in, help with transfer days at the Admission Visitors Center, etc.
- In consultation with supervisor, set daily and seasonal priorities to ensure timely admission decisions for specific student populations.
- Responsible for transfer credit entry when needed.

## **Student Transition Services:**

- Advise prospective students, current students, and parents on admission requirements, degree requirements, and transfer evaluations.
- Provide information and advice to new students and parents about university life to ease their transition to the University. Assist by providing assistance during Orientation programs.
- Through knowledge of the student registration processes, ensure all students register for the correct courses, are able to register at the appropriate time, and to keep all admission student details up to date so registration times are not prohibited or delayed.

## **Systems Support and Development, Data Analysis, Research and Reporting:**

- Develop and maintain working knowledge of the uAchieve transfer course equivalence database including how to build institution and GPA tables, use conditions codes, write course equivalency rules for the undergraduate colleges and programs of study, and how to create exceptions as needed.
- Keep current with MAUI changes, suggest enhancements, understand link between MAUI, uAchieve, and the degree audit systems.
- Develop and utilize extended knowledge of uAchieve program to help with audit transition issues and be authority for undergraduate staff.
- Attend MAUI meetings regarding undergraduate processing workflow needs and advise as needed.

## **HOW YOU DO YOUR JOB** (learn more about competencies and proficiency levels [here](#))

### **Advising Knowledge: – Proficiency: Basic**

#### *What this looks like:*

- Explains the role and contribution of advising to University mission.
- Identifies policies, laws, and procedures governing students and the tools and technology used in advising.
- Identifies the profile of the student body including ACT/SAT scores, class rank, geographic communities, gender, race, etc.
- Identifies the three major components of advising: informational, conceptual, and relational.

### **Communicating for Effective Relationships: – Proficiency: Basic**

#### *What this looks like:*

- Demonstrates examples of good listening, communication and interpersonal skills.
- Communicates well with others by adapting communication style for the intended audience and situation.
- Listens to and delivers feedback without defensiveness or offending the recipient.
- States the basic steps to develop good working relationships.

### **Confidentiality: – Proficiency: Working**

*What this looks like:*

- Under guidance, deals with situations or information requiring confidentiality.
- Identifies information within own function that cannot be disclosed.
- Identifies locally relevant tools or instruments for managing confidential information.
- Utilizes authorized disclosure levels and authorized personnel in own area.
- Makes sure to know organization-wide policy, procedures, and internal experts on confidentiality.

## **Data Analysis Tools: – Proficiency: Basic**

*What this looks like:*

- Identifies the scope and features of data analysis tools.
- Lists commonly used data analysis tools (e.g., WebFocus and Excel).
- Documents the key uses and benefits of diverse data analysis tools.
- Collects updated data analysis tools from industry publications.

## **Decision Making and Critical Thinking: – Proficiency: Basic**

*What this looks like:*

- Identifies issues and communicates with others when a decision needs to be made.
- Identifies decision makers in own environment.
- Explains steps in an effective decision-making process.
- Describes types of decisions for incumbent in own job or function.

## **Facilitating Student Transition: – Proficiency: Basic**

*What this looks like:*

- Identifies the content and importance of activities designed to facilitate the transition of students from diverse backgrounds (e.g. social, economic, cultural, educational. etc.).
- Cites processes and procedures for the delivery of student transition services and programs.
- Defines resources and materials needed for a student transition services and programs.
- Describes various methods for delivering university programs and services that orient and prepare students for college level work and independent living.

## **Global Perspective: – Proficiency: Basic**

*What this looks like:*

- Can identify regions and countries relevant to organization's business.
- Describes several issues or considerations for conducting business in another country.
- Explains basic policies and procedures governing global business conduct.
- Knows how/where to research information on country- or region-specific activities.

## **Student Admissions: – Proficiency: Basic**

*What this looks like:*

- Identifies the roles and responsibilities of student admissions in the education system.
- Discusses major activities and processes involved in a student admissions system.
- Gathers criteria for selecting qualified students through a student admissions system.
- Defines resources and other input needed for student admissions operations.

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## **Student Recruiting: – Proficiency: Working**

### *What this looks like:*

- Researches the prospective student market for a specific geographical or student profile.
- Initiates relationships with prospective students, high school guidance counselors and other appropriate constituency groups.
- Plans and organizes various campus recruiting events.
- Maintains systems for tracking and recording prospective student information.
- Assesses students' academic qualifications.

## **UNIVERSITY EXPECTATIONS (see definitions and proficiency levels [here](#))**

### **Collaboration/Positive Impact – Proficiency: Basic**

#### *What this looks like:*

- Grasps the inevitability and challenges of change and adapts accordingly; utilizes learning opportunities to prepare for changing work, methods and work environment.
- Demonstrates civil and respectful behaviors valued within the organization.
- Provides and accepts ideas and suggestions in a constructive and helpful manner.
- Exhibits good teamwork is approachable, cooperative, and contributes to an overall positive and productive work/team environment.

### **Diversity, Equity, and Inclusion – Proficiency: Basic**

#### *What this looks like:*

- Articulates the University's commitment to diversity, equity and inclusion as it relates to their role at the university.
- Demonstrates civil and respectful behaviors in support of the UI Human Rights policy that prohibits any differences in treatment that deprives the person of consideration as an individual.
- Demonstrates a willingness to examine one's own biases, assumptions, and attitudes.
- Knows where to find diversity-related organizational policies, procedures, and resources.

### **Service Excellence/Customer Focus – Proficiency: Basic**

#### *What this looks like:*

- Consistently provides excellent service.
- Manages customer expectations and takes responsibility to enhance service excellence.
- Communicates understandably; uses appropriate words, grammar and mannerisms in all mediums.
- Seeks feedback on communication style and effectiveness..

## **QUALIFICATIONS YOU BRING**

### **Required**

- A **bachelor's degree** or an equivalent combination of education and related experience or expertise.
- Some (typically 6 months – 1 year) administrative or program experience, or multiple related internships for a recent college graduate.
- Demonstrates a [basic proficiency](#) level in:

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- Sound business ethics and consistently adheres to and promotes the values and principles in all business and personal transactions.
- Knowledge of and the ability to analyze data fully and accurately to reach productive decisions.
- Knowledge and application of the communication techniques and relationship building skills that develop the ability to work with a variety of individuals and groups in a constructive and collaborative manner.
- Demonstrates a [working proficiency](#) level in:
  - Advising or counseling students.
  - The knowledge and proficiency of commonly used office support software including Microsoft Outlook, Excel, and Word.

## **Desired**

- Experience evaluating admission applications, materials, including evaluation of credit and academic records.
- Demonstrates a basic knowledge of and ability to use uAchieve and Transferology
- Demonstrates a working knowledge of University of Iowa policies and procedures.

## **ABOUT THE OFFICE OF ADMISSIONS**

The Office of Admissions focuses on recruiting, welcoming and supporting potential and current students. We promote and communicate the vibrancy and culture of the community and fun on campus. Voted #1 Best College Town at Reviews.org, we are here to serve the best students in their educational journey.