

**USF Job Class Description**

JOB CODE: 1104  
JOB TITLE: Admissions Evaluator  
PAY PLAN: 23  
CAREER BAND: B  
FLSA: Non-Exempt  
CBU : 31  
Effective 03/23/2007

**Job Title:** Admissions Evaluator

**Job Summary**

An Admissions Evaluator fulfills the administrative requirements to evaluate and process the applications and academic records of prospective students. This position determines if applicants meet established academic requirements, with the objective of making admissions decisions.

**Nature of Work**

This position typically reports to an administrator in a USF admissions department. This is administrative and clerical work involving accurate data entry of student information into USF's student information databases (BANNER). The Evaluator reviews prospective student applications, test scores, and transcripts, comparing that information to established USF and SUS standards. This is fast-paced, high volume work involving contact with prospective students, parents, and high schools regarding applications, transcripts, and test scores.

**Examples of Duties**

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Evaluate applications and credentials of high school and transfer student applications for admission, using established USF and SUS guidelines.
- Input student information, including transcripts, test scores, and personal data into the USF Student Information System.
- Communicate via telephone or electronic mail with prospective students, parents, and high schools regarding the admissions process and required documentation.
- Render admissions decisions and/or forward pertinent information to other reviewing authorities as required.
- Process data corrections and updates to applicant information on the Student Information System.
- Extract electronic data on student credentials from other institutions.
- Process admissions lists and reports, including decision ready lists, wait lists, and cancellation lists.
- Perform other administrative and support activities as required to support the Admissions function.

**Minimum Qualification Requirements**

This position requires a high school diploma or equivalent, with one year of experience in office, administrative, or academic/student services support positions. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.