



THE UNIVERSITY OF TENNESSEE SOUTHERN

Admissions Office

Student Admissions Support Staff

Reporting:

The Admissions Office, Student Admissions Support Staff, reports to the Office of Admissions; this position will report to the Associate Vice Chancellor for Admissions and Prospective Student Services, the Director of Admissions, and the Administrative Assistant for the Admissions Office. These three positions have the authority to approve time and create/ modify set working schedules.

Job Overview:

Creating an inviting, personalized, and informative connection with all prospective and current students who may visit or encounter the admission office should feel and see the mission of the University of Tennessee Southern. Conveying the student experience is, first and foremost, a vital piece to portray to all students and parents. The Student Admission Support Staff should understand this opportunity's importance and its role in the overall success of the University of Tennessee Southern.

Responsibilities and Duties:

Student Admissions Support Staff members will lead campus tours to prospective students and assist with preview days (Southern Saturdays) and campus events as scheduled. This position will have additional responsibilities of entering data from prospect inquiries, communicating personalized notes, messages, and phone calls to prospective students and applicants, and supporting the university's enrollment initiatives through all possible student and parent interactions.

Qualifications:

Employees must have knowledge of the UT Southern campus and amenities, majors, faculty, staff, athletic programs, and various admissions information such as requirements for admittance into the institution. This position should be a current UT Southern enrolled student in good standing and proficient in general technology. This student should possess a positive attitude towards the university and be willing to share positive experiences that will assist other students in pursuing higher education. This position is expected to dress and behave in a manner that would condone a positive view of the university.