



University of Houston-Downtown Job Description

Job Title: Admission Analyst
FLSA Category: Non-Exempt
Grade: 18
Job Code: 5337

DUTIES

Job Summary: Processes applications and transcripts, researches accreditation of schools, creates codes for new schools, and evaluates student transcripts

Duties and Responsibilities:

- Processes applications and transcripts for admissions to university
- Evaluates transcripts of applicants for discrepancies, researches issues, and resolves as necessary
- Researches schools for accreditation and creates codes for schools not already in the university system
- Processes admission applications submitted by prospective or returning students
- Updates admission status of current students
- Submits transcripts for scanning and storage

Marginal Functions: All other duties as assigned

REQUIREMENTS

Education: High school diploma or GED
Experience: Minimum of 6 months in related field
Licenses/Certification: None Required

PHYSICAL DEMANDS

Environmental Conditions

Working conditions: Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.

Physical Effort: Position is physically comfortable; individual has discretion about walking, standing, etc.

Physical Risk: Work environment involves minimal exposure to physical risks.