Summary
The Graduate Admissions Advisor advises and enrolls graduate students in accordance with the mission, core values, and purposes of the university. The Graduate Admissions Advisor demonstrates a caring and supportive attitude toward prospective and enrolled graduate students, while assisting them in achieving their educational goals.

Minimum Qualifications
The Graduate Admissions Advisor must satisfy the following minimum qualifications:
1. Bachelor’s degree or equivalent combination of relevant education and experience may be substituted as appropriate; and
2. One year of related work experience strongly preferred.

Excellence oral and written communication, and superior customer service required. The foregoing education and experience requirements may be satisfied by four years of active military duty, or four years of combined full-time active military duty and earned college credit.

Skills and Attributes
The Graduate Admissions Advisor must possess the following skills and attributes: student-oriented attitude; integrity; professionalism; strong work ethic; excellent communication, collaboration, and organizational skills; adaptability; and willingness to learn and improve in all aspects of the position.

Essential Functions
The Graduate Admissions Advisor performs the following essential functions:
1. Contacts prospective students who have expressed interest in pursuing graduate education.
2. Advises prospective students about the opportunities provided by National American University, including complete and accurate information about its academic programs and support services.
3. Enrolls students and regularly communicates with them during the enrollment process.
4. Facilitates communication between students and other university departments during each student’s first academic term.
5. Achieves and maintains a general knowledge of graduate academic programs, including new programs and curriculum requirements.
6. Acts with the highest integrity and professionalism in performing duties and responsibilities, and complies with all ethical standards set forth in the Admissions Code of Conduct and the Code of Business Conduct and Ethics.
7. Complies with the Family Educational Rights and Privacy Act (FERPA) and all other applicable legal requirements and university policies and procedures.
8. Serves a number of students commensurate with the level of this position, and maintains acceptable student satisfaction levels.
9. Develops and maintains professional relationships with current students, graduates, and business and community contacts.

10. Documents all required activities and maintains current and accurate records and reports in accordance with university policies, procedures, and practices.

11. Participates in periodic training and professional development activities.

12. Assist in creating strategies to contribute to the success of the graduate center.

13. Performs other duties as assigned.

**Required Work Hours**

Works forty hours per week during daytime, evening, and weekend hours. Scheduled work hours may change. Overtime may be required, or permitted with prior approval.

**Reporting and Supervisory Responsibilities**

1. The Graduate Admissions Advisor reports to the Assistant Director of Admissions.

2. This position has no supervisory responsibilities.

**Physical Requirements**

The Graduate Admissions Advisor must be able to speak, hear, see, read, write, type, dial, reach, and bend.

**Travel**

Periodic travel, including airline travel and overnight stays, may be required.