

ADMINISTRATIVE PROFESSIONAL POSITIONS MUST QUALIFY FOR ONE OF THE [EXEMPTION CRITERIA](#) SET FORTH IN RCW 41.06.070.

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Admissions Counselor/1149**

Function and General Scope

Positions assigned to this class are responsible for advising potential students and families regarding educational opportunities and options, admission and other requirements, University policies and procedures, transfer of credit and financial assistance; establishing and participating in programs targeting recruitment and retention of students. Positions are involved in applying broad-based independent judgment to non-routine matters having a significant effect on students' choices and actions. Positions require applying a comprehensive depth of knowledge or expertise to deal with the diversity and complexity of issues and students served.

Classification Requirements (Minimum Qualifications)

Bachelor's Degree and one (1) year of experience directly related to student services. A Master's degree in a relevant field may be substituted for up to one (1) year of the required experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.