



BCGEU POSITION DESCRIPTION

POSITION TITLE:	Admissions Officer	JOB NUMBER:	610
REPORTS TO:	Admissions Coordinator	INCUMBENTS:	
DEPARTMENT:	Admissions and Transfer Credit	DATE CREATED:	October 2015
JOB CLASS:	9	DATE REVISED:	November 2025

PRIMARY FUNCTION

The Admissions Officer (AO) is responsible for receiving, verifying and evaluating applications, transcripts and supporting documentation for admission and transfer credit in accordance with established policy and articulation agreements. The Admissions Officer advises applicants, students, faculty, and staff regarding resources and provide information regarding KPU admissions and transfer policies and procedures. The AO sends timely and accurate offers of admission, liaising with key parties across the institution, and verifying the completion of any conditions of admission.

JOB DUTIES AND TASKS

1. Processes, maintains, and updates applications and supporting documentation in the SIS database, ensuring timely processing and accuracy, along with ensuring information confidentiality in compliance with BC FIPPA regulations.
2. Communicates with applicants, students, faculty, staff and administrators to provide information regarding admission requirements, dates and deadlines, offers, meeting admission conditions, and transfer credit. Triage inquiries and provides appropriate referrals to other departments.
3. Receives, verifies, records, uploads, files, and distributes various documentation for processing applications for admission. Ensures accurate files, consistent updating and maintenance of applications, and evaluation of complete files for admission and transfer credit in a timely manner. Shares information with other departments regarding policies, procedures and program information, answering questions and liaising on applicant support with areas such as Future Students Office and the International department.
4. Evaluates secondary and post-secondary school transcripts and assigns transfer credit as appropriate. Inform applicants and students regarding their transfer credit evaluations.
5. Informs applicants who are not admissible of their result, providing guidance and alternatives, and answering questions related to their inadmissibility.
6. Independently evaluates applications and determines admissibility for all Senate-approved admission requirements. Qualifies, prepares and issues offers of admission.



7. Manages waitlists and offers of admission and deposit payments, closely liaising and consulting with the International Admissions team; expires and reissues offers as appropriate. Ensures tracking of offered and admitted numbers for programs with established admission capacities.
8. Monitors course registration for newly admitted students. Monitors admission conditions and revokes admission when conditions are not met.
9. Assesses various in-house and external standardized tests to determine admissibility.
10. Maintains up-to-date reference files and procedure documents for transcripts and transcript assessment, credentials, and supporting documentation requirements, as well as procedure manuals for admission and transfer to open and limited intake programs.
11. Prepares and distributes regularly scheduled and ad hoc statistical reports regarding applications, offers, acceptances, transfer credit granted, etc.
12. Prepares, updates and distributes documentation such as forms, offers of admission, admission conditions, and training materials.
13. Provides input to the Admissions Coordinators and the Credential Evaluation Coordinator regarding necessary changes to KPU policies and procedures as they relate to admission and transfer credit.
14. Processes International transcripts for admission requirements and transfer credit.
15. Liaises with external sources regarding admissions and transfer credit information and requirements, policies and procedures.
16. Maintains transfer articulation information on the student records database in Banner Student. Helps to maintain a resource library of reference materials for processing transfer credit.
17. Enters transfer articulation information in the Transfer Articulation module of the student records database in accordance with articulated transfer agreements as published in the British Columbia Transfer Guide, and for ad hoc evaluations of courses not included in the B.C. Transfer Guide.
18. Researches, gathers, analyses, determines and records articulations for unassigned discipline credits as per Transfer Credit policy and procedures.
19. Reviews policies and procedures; recommend and implement changes as required.
20. Reviews Senate, Calendar and other KPU documentation to ensure accurate and detailed knowledge of all current and updated program admission requirements.
21. Assists with Convocation ceremonies as required.
22. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

**SUPERVISION RECEIVED:**

This position reports to the Admissions Coordinators.

SUPERVISION/DIRECTION EXERCISED:

This position provides advice and support to parties requiring information on admission and transfer. Provides orientation and training to new employees as required; cross trains with other Admissions Officers on particular program procedures.

PHYSICAL ASSETS/INFORMATION MANAGEMENT:

Maintains and updates transfer credit articulation information on the student records database; maintains and updates admission information and procedures for direction and training of other staff; releases confidential student information according to procedure.

FINANCIAL RESOURCES:

Monitors deposit payments, ensures deposit amounts are sufficient for deferrals as required. Evaluates individual cases for refund consideration; initiates application fee and/or deposit refunds as appropriate. Audits and processes newly admitted students for confirmation deposit forfeiture.

The above statements reflect the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

EMPLOYER REQUIRED KNOWLEDGE SKILLS AND ABILITIES

- Demonstrated detailed knowledge of KPU programs as well as policies, procedures and processes relating to current application, admission and transfer credit.
- Demonstrated knowledge of BC and Canadian secondary and post-secondary education systems.
- Knowledge of international educational systems and credentials (secondary/post-secondary) considered an asset.
- Demonstrated experience and working knowledge of BC transfer system and transfer credit articulation processes for domestic and international credentials.
- Experience applying policies and procedures for determination of admission decisions, transfer credit articulation, and application of prior learning assessments.
- Demonstrated ability to communicate effectively in English, both verbally and in writing, with prospective and current students, faculty and staff across KPU.
- Formal training and/or extensive acquired knowledge of student information system database at an intermediate/advanced level. Ex: Banner Student.
- Ability to deal patiently and effectively with a diverse range of people and situations.
- Experience in dealing with sensitive situations that call for the use of diplomacy and tact in the delivery of information and explanations.
- Demonstrated proficiency at an intermediate level with Microsoft Office, including Excel, Word and Outlook.
- Customer service experience in a fast-paced work environment involving multiple demands and a diverse clientele.
- Demonstrated ability to handle confidential information appropriately.



- Demonstrated experience in planning and presenting training activities.
- Demonstrated ability to work independently, exercise good judgment and demonstrate initiative.
- Excellent organizational skills, including the ability to set priorities and meet deadlines.
- Demonstrated aptitude for exacting and precise work.
- Minimum of 40 WPM keyboarding skills with a high degree of accuracy.
- Demonstrated knowledge of basic math.

EMPLOYER REQUIRED EDUCATION & EXPERIENCE

- Successful completion of an undergraduate bachelor's degree.
- Minimum 2 years of recent experience working in an admissions, transfer credit and/or enrolment service position within a Registrar's Office.
- Minimum 2 years recent experience assessing secondary and post-secondary transcripts for admission and transfer credit, including applying approved articulations to student records.
- An applicable combination of education and experience may be considered.

Knowledge Skills & Abilities revised:
