



جامعة الأمير محمد بن فهد الأهلية

PRINCE MOHAMMAD BIN FAHD UNIVERSITY

Job Title:

Admissions Counselor

Job Description:

- Interviews and evaluates PMU admissions candidates.
- Answers questions and advises prospective students of procedures and requirements for admission.

Duties and Responsibilities:

- Works cooperatively with others and accepts direction from supervisors. Interviews candidates for admission to PMU.
- Answers candidate's questions and explains admissions procedures.
- Reads through candidate's applications and sits on admissions committee that selects incoming classes.
- Travels to high schools and attends college fairs as a representative of PMU.
- Advises high school guidance counselors regarding candidate applications.
- Provides service and information to assists in the admissions process.
- Helps to select students to be admitted from the waiting list and contacts them upon admission to the University.
- Help students select their future major.