

Assistant, Senior Admissions

FLSA Status: Non-Exempt

Pay Grade: 10

Job Title ID: 12106

Job Series/Job Family: Student Support & Success Series / Admissions Family

Reports To

Registrar

Job Purpose

To evaluate student documents from other institutions for the purpose of establishing eligibility for enrollment, transferability of college credit, or graduation.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Researches and analyzes course descriptions and transfer of credit policies to determine transfer of credit eligibility; performs data entry and record retrieval from mainframe using transcripts, Advanced Placement and College Level Exam Placement score reports and military transcripts.
2. Evaluates and awards credit for foreign and domestic College level transfer work, Advanced Placement and College Level Exam Placement score reports and military work.
3. Cross-trains within unit and other Admissions & Records units to fulfill office duties and ensure efficient operations; answers the telephone and responds to inquiries; prints and mails documents, maintains filing, creates, or updates documents
4. Maintains computerized student files, applications and credentials; runs queries; verifies, adds, deletes, and corrects student records.
5. Provides assistance and information to students, general public, and departments regarding transferability of courses.
6. Interprets department policies; recommends changes to policies and/or procedures; writes and updates procedures, training materials, and presentations.
7. Participates in graduation ceremony as assigned; prepares materials and locations, assists students in completing online application and forms, and collects materials.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Principles and practices pertaining to admissions and graduation procedures.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact, discretion and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Applying academic record policy and procedures.

- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications and student information and database systems.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments

Work Experience

Required

- Two years related work experience.

Preferred

- Work experience in student services at a community college and/or in analyzing and researching information.

Education

Required

- Associate's degree

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.