

## Administrative Assistant/Admissions

<b>Division</b>	Instruction & Student Services	<b>Department</b>	Student/Enrollment Services, Admissions
<b>Classification</b>		<b>Revised</b>	n/a
<b>Supervisor</b>	Dean of Student Services	<b>Position #</b>	<b>Job Class</b>

### Statement of Primary Purpose

The Administrative Assistant for Admissions is primarily responsible for processing Applications for Admission and providing written notification to applicants regarding their admission status. This position is also responsible for organizing and maintaining applicant files and creating the permanent student record.

### Classification

Service Support

### Essential Functions and Responsibilities

Enter applicant information into the electronic student record (Student Maintenance File) and update the admission status for each applicant as academic documentation is received. Monitor and manage the on-line application process. Assign each applicant to an academic advisor. Notify applicants in writing regarding their status. Respond to inquiries from applicants (both in person and on the telephone) regarding their admission status. Receive and process high school and college transcripts submitted by applicants to determine the need for the Computerized Placement Test (CPT). Make decisions about CPT waivers (based on previous college course work, SAT or ACT scores) and enter the required information into the electronic student file. Maintain current information regarding changes/updates in regulations or guidelines affecting admissions, student services and academic programs. Receive and process all mail addressed to the Admissions Office. Update the "APP STATUS" field in the electronic student file; prepare and mail letters of acceptance to applicants. Create the permanent record folder for all new applicants. Process Readmission Forms and prepare readmission letters for returning students. Maintain an organized filing system for applicant files and be responsible for filing official documents required for admission in the permanent student folder. Forward student folders to the Registrar for transfer credit evaluation. Maintain the Access data base for prospective students and individuals who submit academic documents prior to the submission of an application for admission (commonly referred to as NOC's). Receive in-coming telephone calls to Admissions and relate general admissions information to callers; forward more detailed requests for information to Enrollment Counselors or Director of Enrollment Services/Admissions.

### Additional Duties and Responsibilities

Provide information about academic programs and admissions policies and procedures to prospective students in the absence of an Enrollment Counselor or during peak service periods such as registration. Assist in the selection of candidates to be interviewed for selective admission programs in the Health Science Division. Prepare and submit lists of "accepted" students to Program Directors in the Health Science Division. Provide supervision for the Work-Study position assigned to the Admissions Office. Provide clerical assistance for the Director of Enrollment Services. Serve on committees and work teams as assigned and assist with the reaccreditation process.

## Administrative Assistant/Admissions

<b>Minimum Qualifications</b>	
<b>Education</b>	High school diploma required; A.A.S in Office Systems or related field preferred
<b>Knowledge and Skills</b>	Proficient word processing skills and typing ability; general knowledge of office practices; ability to work well with the public in high pressure, multiple task situations; good attention to detail and the ability to process paperwork in high volumes; and the ability to create spreadsheets and maintain an Access data base.
<b>Physical Demands</b>	Extensive sitting and pc usage. Occasional lifting of office supplies and paper products
<b>Licensing Requirement</b>	None
<b>Working Conditions and Environment</b> (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)	
Office environment. Working hours will be extended during peak service periods such as registration and drop/add.	
<b>Equipment Operation</b>	
PC, duplicating machine, document scanner	
This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.	