

Student Services Coordinator

Division	Macon Center - Instruction & Student Services	Department	Student/Enrollment Services		
Classification		Revised	n/a		
Supervisor	VP for Macon Center & Dean of Student Services	Position #		Job Class	

Statement of Primary Purpose	
Provide a full range of student services to students enrolling in curriculum programs offered at the Macon Center.	
Classification	
Essential Functions and Responsibilities	
<p>1. Undergo extensive 12-month training at the SCC Jackson Campus in Student Services with the main focus being in the areas of Registrar, Admissions, Financial Aid, Testing, and Student Development. Emphasis will be on learning existing processes and software (student information system) and on learning the new “Colleague” student information system. Training will include running selected processes, working with the staff to deliver services and working closely with students.</p> <p>2. At the Macon Center, the position provides the full range of student services to students enrolling in curriculum programs offered at the Macon Center. Specifically, this position will receive, process, enter in the student information system and create files for all admissions applications; administer, process and explain results of the ACCUPLACER (Placement) Test; communicate with students on information needed to complete the admission process; provide enrollment counseling to students; serve as advisor to undecided and special credit students; provide direct assistance to students in filing the FAFSA, collecting documents and conducting verification for financial aid; process registrations and drop/add/withdrawal forms; receive and document transcripts; prepare and distribute class rosters, census rosters, and grade rosters; conduct exit interviews for complete withdrawals; coordinate orientation activities for new students with the main campus; advise and provide support to students with disabilities; assist the SCC Admissions Officer/Recruiter with organizing campus visits and local off-campus visits; and other duties as assigned. (See attached for details)</p>	
Additional Duties and Responsibilities	
Perform other duties as assigned.	
Minimum Qualifications	
Education	Bachelor’s Degree, Master’s Degree Preferred

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Knowledge and Skills	Working (demonstrable) knowledge of SCC's student information system - current IIPS and the new Colleague systems; demonstrable skills in spreadsheet, word processing and database use; excellent written and oral communication skills; ability to plan and organize work related activities/programs; excellent interpersonal skills; skilled in working with students and faculty in an institution of higher education
Physical Demands	None
Licensing Requirement	None
Working Conditions and Environment (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)	
Extended working hours during peak service periods such as registration and drop/add	
Equipment Operation	
PC, fax machine and other standard office equipment	
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.	

Student Services Coordinator

SCC Macon Center

Purpose: To provide a full range of student services to students enrolling in curriculum programs offered at the Macon Center.

Primary Duties:

1. Admissions
 - a. Receive applications and enter each into the Student Information System (IIPS or Colleague)
 - b. Make a determination of admissions status
 - c. Send admission acknowledgement to student with a checklist of items needed to complete the admission process
 - d. Enter all CPT and other test scores
 - e. Receive transcripts and record the information in the “System”
 - f. Assign the appropriate advisor to each student
 - g. Assist the SCC Admissions Officer/Recruiter, as requested, with tours and campus visits for Macon County residents and high school student plus off-campus visits when possible
2. ACCUPLACER (CPT)
 - a. Administer the ACCUPLACER and enter the scores into the database and “System”
 - b. Interpret scores to the student and advise student on developmental courses required.
3. Enrollment Counseling & Advising
 - a. Assist student in gaining an understanding of programs offered and the requirements.
 - b. Assist student in understanding CPT scores and their impact required courses
 - c. Advise and register students classified as “Special Credit” and “Undecided”
4. Financial Aid Counseling
 - a. Help students file FAFSA
 - b. Check status for students
 - c. Collect documents (and scan)
 - d. Do verifications and submit (to Ed) corrections
 - e. Help students with loan requests
 - f. Help students apply for scholarships
 - g. Miscellaneous requests such as DSS/aid verifications, print additional award letters
 - h. Answer questions
 - i. Coordinate work-study students assigned to the Macon campus
5. Registration
 - a. Enter Registration
 - b. Process advisor and major change forms
 - c. Process name, address or SS# changes
6. Records and forms processing
 - a. Drop/Add of courses

- b. Withdrawal from courses
 - c. Class rosters
 - d. Census rosters
 - e. Grade rosters
 - f. Transcripts – receive, evaluate, print
7. Student Development Counseling
- a. Complete Withdrawals and Exit Interviews
 - b. CSI Testing
 - c. Follow-up with Recruit-Back communication to students who exit
8. Disabled student advising and accommodation
9. Career Counseling
10. Student Life coordination

Services to remain at SCC Main Campus

1. Admissions
- a. Document Management
 - b. Admissions to selective admission Health Sciences programs
 - c. All Reports – system, state and federal
2. Registrar
- a. Transcript Evaluations
 - b. Graduation Certification
 - c. Certificate/Diploma/Degree Award
 - d. 44 hour general education core completion
 - e. All Reports – system, state and federal
 - f. Document Management
3. Financial Aid
- a. Processing ISIRs from Dept
 - b. Document management - info requests to students
 - c. Aid Awarding
 - d. Work-Study, Scholarships & Loans
 - e. R2T4
 - f. Cash Management--processing pmts with Dept.
 - g. All reports – system, state and federal