

MASTER SPECIFICATION

JOB INFORMATION

Date:	10/17/2017 1:14:09 PM
Official Title:	Admissions Assistant III Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 3
Scheduled Hours	
Job Code:	453812
Job Family:	Admissions/Records

JOB SUMMARY

The Admissions Assistant III provides a variety of clerical and basic administrative support to an institution's admissions area.

NATURE OF WORK

The Admissions Assistant III functions as the highest of three levels of Admissions Assistant responsible for providing general clerical and basic administrative support to the institution's admissions area, including processing student applications for admission, answering inquiries from students and parents, preparing information packets for distribution, entering information into the admissions system, and mailing out information and acceptances. Additional responsibilities include supervising and directing the work activities of lower-level Admissions Assistant, as well student workers assigned to the unit. Job responsibilities require high level of interpersonal skills, as well as the ability to communicate sensitively, courteously and effectively with a wide range of constituencies. Work is performed under limited supervision, working from established policies, procedures, and objectives. Problems faced in this position may address non-routine questions or situations, requiring analysis or investigation of precedents. Decisions are limited to the application of standardized or accepted practices and errors could result in some costs and inconveniences within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Performs a variety of tasks involved in all phases of the admissions and records process including registration and data processing.

Responds to and resolve inquiries and complaints; interprets and explain admissions and records policies and procedures; answers telephones and provide information about admissions and records.

Supervises and trains lower-level Admissions Assistants and student employees assigned to the area; assigns specific tasks and evaluates results.

Receives and processes admission and records forms and computer files including but not limited to initial registration, adds/drops, audits, petitions, credit/no credit, course repetitions, transcript requests, verifications, address changes, and data changes. Processes forms according to established procedures; document work as appropriate.

Verifies student record information; research and resolve student record discrepancies through support documents, microfilms, and microfiche records.

Receives, controls, and maintains confidential student records; accepts and review forms for completeness and accuracy; enter student information into the computer system.

Verifies instructor grade rosters; processes instructor grade changes; contacts instructor to resolve grading problems.

Performs a variety of clerical tasks relative to assignment; filing, composes and types letters and routine correspondence; operates office machines such as copier, scanner, fax machine, and computer.

Performs other job relate duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Associate's degree, or vocational or technical school degree	Related field	X		

Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
1 year +	clerical, office, or data-entry experience.	X		

Licenses and Certifications

<i>License or Certification</i>	<i>Time Frame</i>	<i>Req</i>	<i>Pref</i>	