



Job Title: Admissions Clerk
Reports to: Registrar
Terms: Hourly

Overall Job Responsibilities: Admissions Clerk Under the direction of the Registrar, performs complex tasks in the operation of the Registration/Admissions/Records Office.

Pay Range: Classified Staff (Level 2) \$22,670-\$26,000

Principal Duties and Responsibilities:

1. Process applications, testing scores, and transcripts for admission purposes.
2. Prepare and process letters of acceptance and missing documents.
3. Initiate holds on student records as needed for missing required documents.
4. Maintain confidentiality of student records in compliance with the Family Education/Rights and Privacy Act (FERPA).
5. Provide admission and registration information to prospective and current students.
6. Process unofficial transcripts as needed.
7. Assist Transcript Clerk with scanning all official student records into DocuBase.
8. Serve as administrative assistant to Admissions Committee by preparing all correspondence related to admissions hearings for students on academic suspension. Provide information packets for Committee members for admissions hearings. Attend all hearings and prepare and retain copies of memoranda of Committee decisions.
9. Coordinate work among other office personnel.
10. Prepare, maintain, and file all official student records and documents.
11. Assist with information at the window/counter and telephone.
12. Must cross-train with personnel in admissions, transcript, and registration areas.

13. Perform other related duties as assigned.
14. Required to be collegial, respectful and professional with faculty, staff and students at all times.
15. Workplace attendance is essential for job function
16. Ability to work full time is essential

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Qualifications Minimum Education, Skills and Abilities

1. High School diploma or GED (Associates Degree preferred).
2. Demonstrate ability to alphabetize and file accurately.
3. Demonstrate ability to prioritize multiple tasks and work independently.
4. Demonstrate ability to gather data and compile reports.
5. Demonstrate proficiency with POISE and/or current computer program(s) and in the use of PCs and associated software (Microsoft Word, Excel, Access or other packages required by the Supervisor); Skill in establishing and maintaining effective working relationships with students, faculty, staff, and the public; Skill in facilitating and modeling a quality customer service orientation; Ability to work effectively with a diverse student population.