

Sul Ross State University
Position Description

Official Title: Admissions/Financial Aid Assistant
Job Code: 4029

Salary Group: Classified (6)

Summary

Function: Responsible for carrying out the daily administrative functions required to support undergraduate admissions, registration, record management, and client services for prospective and current students.

Scope: Provides admissions services to undergraduate, graduate, and international students.

Duties

Essential: Establish records for undergraduate, graduate, and international student applications for admission to Sul Ross State University in Del Rio, Eagle Pass, and Uvalde programs; Keeps various administrative, fiscal, and academic records; verifies documents for completeness, accuracy and conformity with regulations; composes correspondence and compiles complex tables, charts or reports; provides individuals and general public with information on policies and procedures; may assign and review work of work study staff, may compose correspondence; may operate computer. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times. Determine missing documentation, notify and follow-up with applicants who have incomplete admission files; Insure the proper filing of transcripts into appropriate pending and active files; update admission status on a prescribed schedule; issue letters of denial, and non-degree status when appropriate; Maintain, interpret, and communicate to appropriate officials federal and state guidelines associated with undergraduate, graduate, and international student admission and record keeping compliance procedures. May notify students of financial aid status. Display a clear understanding of the requirements of the Family Education Rights and Privacy Act (FERPA), regarding the privacy of student records and general information. Maintain the confidentiality of all conversations, incidents, and information processed and maintained by the University.

Other duties as assigned by the Associate Director of Admissions and Financial Aid. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential:

Supervision

Received: Associate Director of Admissions and Financial Aid

Given:

Education

Required: High School graduation.

Preferred: Bachelor's Degree in a related field.

Experience

Required: Three years of experience in enrollment management or a related customer service or electronic records management environment.

Preferred: Direct experience working in a university setting such as financial assistance, admissions, records, or cashiers.

Equipment/Skills

Required: Good communication skills (written and verbal) and the ability to effectively work with students and co-workers during busy, stressful times; experience with office computer applications (word processing, spreadsheets, databases and prefer Banner knowledge); able to sit and use the computer for long periods of time; able to use computer keyboard and have 10 key calculator skills; able to communicate via telephone, email and chat professionally. Some weekend work may be required.

Must be able to work under stress, work independently and as a team member and to deal with people in a professional manner.

Preferred: Bilingual (English/Spanish) skills.

Working Conditions

Usual: be able to work a flexible schedule. Position is Security Sensitive.

Special:

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: 5 / 10 / 19