

Sul Ross State University

Position Description

Official Title: Admissions Assistant **Salary Group:** Classified (4) **Job Code:** 4022

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 RGC programs; Conduct evaluations of all transcripts for applicants and currently enrolled undergraduate, graduate, and international students by verifying attendance, residency status, return status, and accepted transfer hours; 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. 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 Director of Admissions/Records and Student Services. 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: Director of Admissions/Records and Student Services

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: A u g u s t , 2012