

ADMISSIONS SPECIALIST/SWITCHBOARD OPERATOR

GENERAL STATEMENT:

Provide public service by operating switchboard for College communications system. Responsible for admissions and transcript evaluations.

REPORTS TO:

Registrar

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Associate Degree

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Three (3) years' work experience in switchboard operation and records management or a general office environment.

OTHER:

Computer software skills (Word, Excel, etc.) and imaging experience.

DUTIES AND RESPONSIBILITIES:

- Answers and routes incoming telephone calls and places outgoing long distance, toll free, and information calls.
- Provides public service by answering inquiries and disseminating information and literature.
- Assists with the maintenance of student records.
- Process withdrawals.
- Type's correspondence.
- Imaging of records.
- Evaluation of transcripts.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 02/08/95

Revised: 07/05/2017

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