

## **PART- TIME TDCJ ENROLLMENT SPECIALIST**

### **GENERAL STATEMENT:**

Responsible for maintaining files and helping with enrollment of incarcerated students at Texas Department of Criminal Justice (TDCJ). This is a part-time position that requires working up to 30 hours per week.

### **REPORTS TO**

Enrollment & Administrative Advisor

### **OCCUPATIONAL GROUP:**

Secretarial and Clerical

**FLSA:** Non-Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

High school diploma or GED; Associate degree preferred.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Three (3) years recent office experience. Windham/TDCJ experience preferred.

#### **OTHER:**

Computer skills; prefer experience with Microsoft Office and Excel. Must type 35 wpm with accuracy. Good with detail work. Must clear security and criminal background checks. This position requires TDCJ clearance prior to employment.

### **DUTIES AND RESPONSIBILITIES:**

- Prepare and maintain PAA/TSI records and schedule sessions on TDCJ units.
- Prepare lay-ins for enrollment counselors on all TDCJ units.
- Process paperwork generated by enrollment coordinator's interviews with incarcerated students.
- Prepare and maintain lists of potential non-credit students.
  - Screen potential non-credit student applicants
  - Mail registration notices to non-credit students
  - Process incoming registration and enrollment paperwork for non-credit students
  - Work with unit secretaries and registrar's office concerning enrollment problems
  - Set up and maintain computer records, files and degree plans on all incarcerated students
- Maintain student records and assist with identification of students in need of testing and transcripts.
- Handle and/or process incoming transcripts for incarcerated students.
- Assist with certificate printing, mailing certificates, and maintaining records of inmates who complete vocational trades.
- Handle and/or process inmate correspondence concerning grades, d/plans, etc.
- Assist with department duties such as filing, answering the telephone, etc.
- Other duties as assigned by appropriate supervisory personnel.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.
- May be subjected to adverse working conditions at TDCJ.

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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: 12/3/18*

*Revised:*

JD746