

ADMINISTRATIVE ASSISTANT, REGISTRAR

GENERAL STATEMENT:

Perform office management duties for the Registrar, Admissions, School Relations, International Students, and Testing. Assists with the compilation and maintenance of data related to student records, operates office machines of a routine or semi-routine clerical or secretarial nature.

REPORTS TO:

Dean of Enrollment Management/Registrar

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED; 2 years of college preferred

LICENSE, CERTIFICATION:

Bilingual in English and Spanish preferred.

EXPERIENCE:

Minimum 3 years work experience in an office environment with advanced level clerical responsibilities. Experience with all Microsoft Office applications.

DUTIES AND RESPONSIBILITIES:

- Serve as the "Information" window contact person for the Administration Building.
- Co-Supervise office Work-study Students and Student Ambassadors.
- Respond to all incoming mail and telephone requests on a daily basis.
- Schedule campus tours and conduct tours as needed.
- Conduct tour follow-up via postcards and telephone calls for all individual campus tours.
- Manage the supply of recruitment materials (i.e., brochures, catalogs, request cards, etc.).
- Maintain a list of individuals requesting schedules and/or catalogs and mail as they become available.
- Respond to TACRAO College fair day/night invitations.
- Record all school visitation reports for Director of School Relations and Recruiter, code cards, enter data into computer, sort and mail letters to prospective students.
- Update visitation reports as needed.
- Prepare bulk mail-outs.
- Assist in the coordination and execution of College Prep Day, Career Day, Diversity Day and small group visits/presentations.
- Annually update directory of high school service area personnel.
- Request Top 10% graduate list from tax-district high school counselors; prepare certificates and mail congratulatory letters to student recipients.
- Coordinate the scholarship awards presentation with local high schools.
- Serve as the backup switchboard operator as needed
- Assist with the evaluation of transcripts and graduation ceremonies
- Assist with student completion programs
- 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: 1/6/15

Revised:

JD609