

ADMISSIONS SPECIALIST

GENERAL STATEMENT:

Serve as the front-line individual working with students on completing all data for admissions, graduation and transfer. Responsible for college records management and transcript evaluations.

REPORTS TO:

Registrar

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Associate's degree.

**LICENSE OR
CERTIFICATION:**

None

EXPERIENCE:

Two (2) years' work experience in records management or a general office environment.

OTHER:

Must have computer software skills (Word, Excel, etc.) and imaging experience.

DUTIES AND RESPONSIBILITIES:

- Serve as the frontline of the institution relaying institutional information. Processing, documents and answering questions that requires considerable attention to detail.
- Acts as an information source, providing information related to TVCC policies and procedures and state and federal regulations related to admissions/registration.
- Evaluate incoming transcripts.
- Maintain transcript data.
- Imaging of records.
- Process College applications.
- Gather and record residency.
- Process transcript requests.
- Assists students, faculty, coaches and staff with admissions and eligibility data.
- Verifying College enrollment to various offices and agencies.
- Scan applications and residency forms for consistency.
- Assist with graduation
- Assist in posting degrees and distributing grades to the prison units.
- Serve as back-up for College switchboard operator.
- Provides backup for other areas in Student Services as needed.
- 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: 5/21/2015

Revised: 5/22/2019

JD604