

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: ADMISSIONS TECHNICIAN

PAY GRADE: C-5

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Perform duties related to the smooth operation of the Office of Admissions, including maintaining records, typing, filing, and providing accurate information to students and other interested persons, departmental associates, college staff, and the Admissions Department.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: High School Diploma required; Associate degree preferred.
2. Years of experience in the field: Two years of full-time clerical work with typing experience required, preferably in a post-secondary educational environment.
3. Special skills or abilities related to the position: Knowledge of admission rules and regulations; ability to acquire knowledge of admissions and enrollment procedures; positive human relations skills; ability to perform data entry and verify information on a computer.

ESSENTIAL JOB FUNCTIONS:

1. Receive, evaluate, process, and file student records.
2. Assist front-line staff with conducting records research to assist students in resolving issues or problems.
3. Assists with intake and processing of admissions documents including residency.
4. Administer Office of Admissions processes and procedures.
5. Able to work a flexible schedule which may include evenings and/or weekends.
6. Be prepared to change tasks or handle other tasks that the Director thinks appropriate for this position and are necessary for the proper functioning of the Office of Admissions or Student Affairs division.
7. Maintain statistical data and all archives related to the Office of Admissions.

ESSENTIAL JOB FUNCTIONS (continued):

8. Maintain an up-to-date comprehensive knowledge of Admissions programs and procedures; participate in the continual interaction with students and interested persons requesting assistance and information virtually, by mail or telephone, and in person.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as necessary)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without a hearing aid)
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods
- Ability to access, input, and retrieve information from a computer or other electronic device
- Routinely requires Moderate (up to 40 pounds) lifting and carrying
- Routinely requires Walking, Standing, Sitting, Kneeling, Stooping, Reaching up, Twisting, and Bending.

ENVIRONMENTAL CONDITIONS

- Works inside an office environment

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: OCALA CAMPUS, BLDG. 5

SUPERVISOR OF POSITION: DIRECTOR OF ADMISSIONS AND STUDENT RECRUITMENT OR
MANAGER OF ADMISSIONS AND SCHOOL RELATIONS