

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: ADMISSIONS AND RECORDS SPECIALIST

PAY GRADE: C-8

OVERTIME STATUS: NON -EXEMPT

MAJOR RESPONSIBILITY:

Perform duties related to the smooth operation of the Office of Admissions and Records including maintaining records, typing, filing, and providing accurate information to students, as well as 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: Associate's degree required.
2. Years of experience in field: Two years' full -time clerical work with typing experience required, preferably in a post -secondary educational environment.
3. Special skills or abilities related to position: Knowledge of admissions rules and regulations; ability to acquire knowledge of admissions, records, and academic advising 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. Administer Office of Admissions and Records processes and procedures.
3. Able to work a flexible schedule which may include evenings and/or weekends.
4. Be prepared to change tasks or handle other tasks that the registrar thinks appropriate for this position and are necessary for the proper functioning of the Office of Admissions and Records or Student Affairs division.
5. Maintain statistical admissions data as required.
6. Maintain all archives related to the Office of Admissions and Records.
7. Maintain accurate count on supplies and forms and communicate needs to staff assistant.

ESSENTIAL JOB FUNCTIONS (Continued):

8. Maintain an up-to-date comprehensive knowledge of Admissions and Records programs and procedures; participate in the continual interaction with students and interested persons requesting assistance and information by mail, telephone and in person.
9. Assist with the Constituent Relationship Management (CRM) system to communicate with students.
10. Process fee waivers and maintain accurate records. Initiate admissions fee and refunds when appropriate.

(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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- 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 in an office environment.

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

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Director of Admissions and Student Recruitment