

## COLLEGE OF CENTRAL FLORIDA

### JOB DESCRIPTION

JOB TITLE: ADMISSIONS AND RECORDS TECHNICIAN

PAY GRADE: C-6

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 Registrar.

#### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Associate degree required.
2. Years of experience in 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 position: Knowledge of admissions rules and regulations; ability to acquire knowledge of admission, 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.
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 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)

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to type the prescribed words per minute accurately.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to access, input and retrieve information from a computer.
- Moderate (15 to 44 pounds) lifting and carrying.
- Walking
- Standing

ENVIRONMENTAL CONDITIONS

- Works inside in an office environment

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

PRIMARY LOCATION OF JOB: Office of Admissions and Records, Ocala Campus

SUPERVISOR OF POSITION: Registrar