

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: ENROLLMENT SPECIALIST

PAY GRADE: C-5

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Perform duties related to the operation of the Enrollment Services Office.

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. Bachelor's degree preferred.
2. Years of experience in the field: Two years of office skills experience required.
3. Special skills or abilities related to the position: Positive human relations skills. Knowledge of state and college regulations relating to admissions and the requirements of programs and courses offered by the college. Knowledge of the college's mission, goals, and objectives in meeting the mission.

ESSENTIAL JOB FUNCTIONS:

1. Maintain up-to-date comprehensive knowledge of Admissions and Records programs and procedures, participating in the continual interaction with students and interested persons requesting assistance and information.
2. Evaluate incoming college transcripts; inform the student of results and post on the student's record.
3. Graduation processing. Proofreading information on diplomas, certificates, and graduation program, and recruiting personnel to work the graduation ceremony.
4. Post CLEP, Advanced Placement, AICE, IB, Law Enforcement, Corrections, Credit by Examination, and articulated credits to the student history file.
5. Maintain a current set of catalogs from other colleges for reference in evaluating transcripts and making surveys.

ESSENTIAL JOB FUNCTIONS (continued):

6. Answer inquiries needing specific information regarding course offerings.
7. Certify and process graduation and issue diplomas, certificates, and degrees.
8. Participate in the registration process.
9. Participate in staff activities including meetings, workshops, retreats, and special functions.
10. Maintain working knowledge of the TES (Transcript Evaluation System).
11. Maintain up-to-date comprehensive knowledge of the statewide course- numbering system.
12. Maintain comprehensive knowledge of the CF catalog and course descriptions.
13. Comprehensive knowledge and experience utilizing a student information database system.
14. Responsible for assisting with end-of-term processing.
15. Being prepared to change tasks or handle other tasks that the supervisor thinks are appropriate for this position and are necessary for the proper functioning of the admissions/records office.

(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 required)

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 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.
- Ability to drive a college vehicle.

ENVIRONMENTAL CONDITIONS

- Works in 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: ASSISTANT DIRECTOR OF ENROLLMENT SERVICES/ASSISTANT REGISTRAR