

## COLLEGE OF CENTRAL FLORIDA

### JOB DESCRIPTION

JOB TITLE:                   TECHNICIAN-ENROLLMENT SERVICES CENTER

PAY GRADE:                C-6

OVERTIME STATUS:   NON-EXEMPT

#### MAJOR RESPONSIBILITY:

Serve as a facilitator in delivering an array of student services (including financial aid, admissions/records and academic advising) in the Enrollment Services Center (ESC).

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

1.     Education or training: High school diploma required. Associate Degree preferred.
2.     Years of experience in field: Minimum two years experience working with a diverse student population in student personnel services or a related field required.
3.     Special skills or abilities related to position: Ability to read, interpret and practice federal, state, and/or college regulations relating to advising, financial aid records, and admissions. The ability to promote college programs to prospective students. Working knowledge of the personal computer. Ability to work with the public including educationally and financially disadvantaged individuals and individuals with disabilities. Good customer service skills. Ability to handle multiple responsibilities in a fast paced environment.

#### ESSENTIAL JOB FUNCTIONS:

1.     Liaison to computer services.
2.     Arrangement for work orders.
3.     Assist Coordinator with peer educators daily assignments and training.
4.     Ordering and stocking supplies.
5.     Assist with collection and verification of Records and Financial Aid documents.
6.     Assist with ESC training sessions.
7.     Conduct research to assist students in resolving issues or problems.
8.     Coordinate any calling team efforts.
9.     May be required to work flexible schedule.

(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)

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Walking
- Standing

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, Enrollment Services Center

SUPERVISOR OF POSITION: Registrar