

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: ENROLLMENT SPECIALIST

PAY GRADE: C-8

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Perform duties related to the operation of the Admissions and Records Office.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Associates degree required. Bachelor's degree preferred.
2. Years of experience in field: Four years of office skills experience required.
3. Special skills or abilities related to 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 mission, and of goals and objectives in meeting the mission.

ESSENTIAL JOB FUNCTIONS:

1. Maintain an 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 student of results and post on the student's record.
3. Graduation processing. Proofreading information on diplomas, certificate 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 student history file.
5. Maintain a current set of catalogs from other colleges for reference in evaluating transcripts and making surveys.
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 to include meetings, workshops, retreats, and special functions.
10. Maintain working knowledge of the TES (Transcript Evaluation System).

ESSENTIAL JOB FUNCTIONS (continued):

11. Maintain an up-to-date comprehensive knowledge of the state-wide 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 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)

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.
- Standing
- Walking

ENVIRONMENTAL CONDITIONS

- Works in an office environment

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

PRIMARY LOCATION OF JOB:

Building 5, Admissions Office

SUPERVISOR OF POSITION:

Registrar