

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: STUDENT SERVICES SPECIALIST – CITRUS CAMPUS

PAY GRADE: C-3

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY: Under supervision of Campus Director of Student Affairs at Citrus campus, performs admissions and records, enrollment services and cashiering activities in assistance to degree and non-degree seeking students.

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: Graduation with a standard high school or general equivalency diploma required. Associate’s degree preferred.
2. Years of experience in field: Prefer two years’ experience working with money (cashiering, banking, etc.). Additional experience in the educational field is helpful.
3. Special skills or abilities related to position: Basic knowledge of standard office equipment (computer, phones, fax, copy machine, etc.) Ability to handle large sums of money accurately and responsibly. Ability to learn and remain current on college admissions and recordkeeping procedures. Ability to perform data entry and verify information on college computer systems. Ability to consistently provide excellent communication skills while working with public and diverse student population. Computer literacy.

ESSENTIAL JOB FUNCTIONS:

1. Provide the information of the enrollment process to all returning students, transfers, first time students, and transient students and assist students with filling out various forms and applications pertaining to credit and non-credit continuing education courses.
2. Maintain an up-to-date comprehensive knowledge of admissions and Records regarding policies and procedures.
3. Receive, evaluate and process the collection and verification of student records and all other forms.

ESSENTIAL JOB FUNCTIONS (Continued):

4. Function as a cashier to processes student fee payments, prepare and balance fee bill receipts and/or balance fee bill cash till and prepare deposits.
5. Process payment records by students for various other department accounts.
6. Prepare and balance receipt book with cash and credit card distribution forms, prepare bank deposit.
7. Receive and process incoming High School/GED transcripts and scan all completed work done through Enrollment Services-Citrus for Admissions and Records.
8. Responsible for covering the switchboard during absence of full-time staff.
9. Other duties as assigned.

(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 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 an office environment.

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

PRIMARY LOCATION OF JOB: Citrus Campus

SUPERVISOR OF POSITION: Campus Director of Student Affairs – Citrus Campus