

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: STUDENT SERVICES SPECIALIST – Citrus Campus

PAY GRADE: C-5

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

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

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Graduation with a standard high school or general equivalency diploma required. Associates degree preferred.
2. Years of experience in field: Prefer two years of experience working with money (cashiering, banking, etc.). Additional experience in the educational field 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.
4. Functions as a cashier to processes student fee payments, prepares and balances fee bill receipts and/or balances fee bill cash till and prepares deposits. Processes payment records by students for various other department accounts. Prepares and balances receipt book with cash and credit card distribution forms, prepares bank deposit.

ESSENTIAL JOB FUNCTIONS (Continued):

5. Receive and process incoming High School/GED transcripts and scan all completed work done through Enrollment Services-Citrus for Admissions and Records.
6. Responsible for covering the switchboard during absence of fulltime staff.
7. 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.)

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 sit at a desk and view a display screen for extended periods of time.
- Light (up to 15 pounds) lifting and carrying.
- Walking.
- Standing.

ENVIRONMENTAL CONDITIONS:

- Works inside an office environment.

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

PRIMARY LOCATION OF JOB: Citrus County Campus

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