

**JOB TITLE: Admissions Clerk**  
**DEPARTMENT: Admissions & Records**

**CODE: 410X00**  
**EEO: Clerical/Secretarial Staff**  
**FLSA Status: Non-Exempt**

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### *Nature of Work*

This position is responsible for pre-admission counseling and document processing, with focus on helping prospective students through the application and admission processes. Duties include participating in general functions of the Admissions and Records Office and assisting with recruitment activities and events, speaking engagements, and the preparation of semester enrollment reports required by the Board of Regents.

### *Illustrative Examples of Duties and Responsibilities*

Specific Duties of the Admissions Clerk include, but are not limited to, the following:

- Serve as the front line counter person to direct incoming students and applicants to the appropriate person or office
- Process all transcript requests
- Process all student enrollment verification forms
- Answer the telephone and transfer calls to appropriate person or office
- Open and forward mail to the appropriate person
- Process all catalog and schedule request
- Maintain the Outreach report for all offices throughout Student Services.
- Assist applicants in completing application for admission
- Participate in pre-registration and registration
- Enter all drop/add and withdrawal codes in Banner
- Other duties as needed

### *Desirable Knowledge, Abilities, and Skills*

- Excellent communication skills-both oral and written.
- Ability to handle problem situations with diplomacy and tact.
- Experience dealing with the public in an office or professional environment.
- Experience using a computer and other office machines.
- Excellent keyboarding skills.
- Demonstrated analytical, problem solving, and detail skills.
- Ability to work under pressure.
- Business and/or office experience and training.
- Considerable knowledge of business English, spelling, punctuation, and arithmetic.

### *Qualifications:*

Applicant must have experience working with the public; experience working with

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Banner Student Information System; strong communication skills; strong interpersonal skills; and a high school diploma or GED. College coursework in a business related field recommended.

*Essential Functions*

- Ability to sit for extended periods of time.
- Ability to effectively communicate.
- Ability to enter data in a computerized student records system.
- Regular attendance.

This position description may not describe all duties, responsibilities and skills associated with this position. It is intended to portray the major aspects of the job. Other duties or skills may be required.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_