Job Description

Title: Admissions, Records and Registration
Specialist
CBA Position: KCSS
Department: Student Services
Reporting Manager: Registrar
Direct Reports: None
FLSA: Non-Exempt
Expected Hours of Work:87.38 Tm0 g0 G(Dire)7(c

Participate in professional development opportunities as necessary.

Coordinate the admission application process, including intake of applications and the entry of application data.

Review and evaluate high school transcripts when received and enter information into the SIS.

Module team leader for Admissions module. Approve and maintain security levels for all employees with access to the Admissions module in the Ellucian System.

Help with activities related to Student Services such as Registration Events, Graduation, and others as assigned by the Registrar.

Provide additional departmental support as assigned by the Registrar.

Core Competencies/Knowledge, Skills, and Abilities:

Possess strong organizational skills

Demonstrate clear and effective written and verbal communication skills

Provide strong and clear communication, customer service, and inter-personal skills

Ability to work independently

Respects the importance of strong confidentiality

Able to cooperatively work with diverse groups of students and staff

Understanding of basic administrative processes and procedures

Understanding of Microsoft Office Productivity Suite

Understanding of basic computer operations and office equipment

Demonstrates efficient keyboard and data entry accuracy and speed

Workload Summary:
(Special physical requirements necessary for performance of the job)

Work is normally performed in a general office setting

Work is conducted in a busy office environment with frequent interruptions

This position requires light physical activity and movement

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