



Job Title: Admissions Assistant

Job Code: 61830

JOB SUMMARY

The Admissions Assistant is responsible for performing administrative duties in the admissions area at a technical college.

MAJOR DUTIES

- Responds to requests and needs of visitors and students;
- Keeps abreast of admissions regulations, policies and procedures;
- Provides information by telephone, written correspondence and in person to interested parties regarding applicant procedures and admissions requirements;
- Maintains inventory of admissions materials;
- Processes new student applications and related information and prepares student files;
- Schedules students for appropriate testing;
- Provides administrative assistance;
- Assists with graduation and registration activities; and
- Other duties as assigned.

COMPETENCIES

- Skill in the operation of computers and job related software programs
- Skill and ability to perform complex and varied duties in an efficient and confidential manner
- Skill in managing multiple priorities
- Decision making and problem solving skills
- Skill in working with the public in a customer service environment
- Oral and written communication skills

MINIMUM QUALIFICATIONS

- High school diploma or equivalent ***and*** Six (6) months of related work experience

PREFERRED QUALIFICATIONS

- Preferred qualifications may vary from location to location