



## Job Description Classification

**ADMISSIONS ASSISTANT/LSC  
VSC UP – SUP BARGAINING UNIT**

**GRADE 10  
NON-EXEMPT**

### **BASIC FUNCTION**

To oversee general office operations within the Office of Admissions; to perform a wide variety of clerical and administrative tasks for the department; and to arrange and participate in special Admissions functions.

### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Oversee a wide range of administrative functions within the Admissions Office to support routine operations and to manage special projects and events; arrange events and represent the College at assigned events on campus and off campus as needed.
- Supervise office personnel; plan and issue daily work assignments; monitor work in progress and check completed work; assist staff with unusual or difficult tasks; assist with/carry out performance evaluations; bring special personnel problems to the attention of the Assistant Dean for Admissions; plan staffing needs and work schedules.
- Oversee student tour guides, including interviewing, hiring, and training of new guides.
- Oversee the college switchboard, including interviewing, hiring, and training of new student workers.
- Organize and implement customer service training component for student tour guides and student switchboard workers, as well as regular office personnel.
- Oversee preparation of student materials for initial admissions decision, student acceptance package, and the initial deposit process.
- Assist Admissions administrators with planning and carrying out events, including college admissions projects, college fairs, high school visits and other such opportunities; attend events as needed and oversee assigned special events.
- Coordinate, initiate, prepare, process, and/or monitor various financial/administrative/operations forms, records, reports, schedules, and other documents, ensuring timely and accurate completion of documents by other department/College personnel and/or outside individuals/organizations.
- Organize and maintain various departmental files and records, frequently involving crossfiling/crossreference systems using computer technology and other methods; perform a variety of tasks related to the development and maintenance of computerized departmental records: design and basic programming of appropriate data bases and data management/reporting systems; initial data base input; ongoing use of the system, involving regular data input and using programs to generate a variety of regular and special reports.

- Compile a variety of information from both manual and computerized records and files for regular and special reports and in response to specific requests by supervisor or others; prepare reports as requested.
- Perform various bookkeeping functions: initiate and process financial documents related to travel and events budgets, special accounts; monitor financial activity; organize and maintain financial records; prepare related reports.
- Serve as administrative liaison with students, faculty, staff, parents, alumni, vendors and/or other key department constituency: explain policies/procedures; answer various questions; coordinate services; handle special requests or problems.
- Perform other specialized or technical administrative tasks related to the Admissions Office operations.
- Confer regularly with Assistant Dean for Admissions, other department and college personnel, and/or various outside individuals/organizations to plan and coordinate activities, exchange information, resolve problems, and the like.
- Assist with general office support: answer phones and perform reception duties; prepare documents; order office supplies; maintain appointment calendars; set up meetings; photocopy; screen and distribute mail as needed.
- Stay abreast of best practices in college admissions functions.
- Perform related duties as assigned.

#### **SUPERVISION RECEIVED**

Minimal supervision is received from the Assistant Dean of Admissions.

#### **SUPERVISION EXERCISED**

Functional and partial to full administrative supervision of three employees as well as student workers.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree in business or other appropriate discipline, plus three to four years of relevant clerical and administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Experience in a higher education setting with Admissions Office experience preferred.
- Broad base of general clerical and office management knowledge and skills.
- Good basic administrative and organizational skills. Experience in organizing and maintaining moderately complex filing and records systems. Previous experience with computerized information systems.
- Good reading, writing and math skills. Some bookkeeping/accounting training or experience may be desirable.
- Good basic supervisory skills; some previous supervisory experience desirable.
- Ability to deal effectively with a wide variety of individuals inside and outside of the College.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**

