



Job Classification Description

**Admissions Specialist
VSCSF Bargaining Unit**

**VSC 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.

Characteristics Duties and Responsibilities

- Oversees a wide range of administrative functions within the Admissions Office to support routine operations such as:
- Oversees the data entry of the inquiries and applicants;
- Creates decision letters and labels for all mailings;
- Creates letters (missing documents, defers);
- Prepares weekly report and provides ad hoc reports as requested;
- Oversee mailing process (send names to mail house); supervise students on mailings;
- Organize and maintain various departmental files and records, frequently involving cross/filing/cross reference system using computer technology and other methods; perform a variety of tasks related to the development and maintenance of data bases and data management/reporting system; 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 (athletic reports to coaches) and in response to specific requests by supervisor or others; prepare reported as requested.
- Serve as administrative liaison with students, faculty, staff, parents, alumni, vendors and/or other key department constituency; explain policy/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 of Enrollment, 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; set-up meetings; photocopy;
- Stay abreast of best practices in college admission functions.
- Perform related duties as assigned.

SUPERVISION RECEIVED

Direct supervision is received from the Assistant Dean of Enrollment.

SUPERVISION EXERCISED

Functional supervision of up to one employee.

MINIMUM QUALIFICATIONS

Associate's degree; Bachelor's degree preferred plus three to five years related experience.

- Knowledge of student recruitment and retention issues.
- Experience with Microsoft Office; particularly Mail Merge functions and Excel for reporting purposes.
- Experience with data base administration.
- Strong communication skills and the ability to deal with a wide variety of internal and external clients.

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.