

Job Description

Title: Admissions Assistant	Salary Band: B22
CBA Position: KCSS	Band Range: Refer to KCSS Agreement
Department: Student Services	FY18 Budget: \$
Reporting Manager: Director Enrollment Services	Account Number:
Direct Reports: None	ICCB Class:
FLSA: Non-Exempt	KC Status (Class): Support Staff
Expected Hours of Work: 40	POSD:

Job Summary:

The Admissions Assistant provides timely information, services, and correspondence to prospective students. The Assistant also evaluates and coordinates enhancements or improvements in the admission process, as well as is responsible for communicating this information to the appropriate departments through documentation and training.

Supervisory Responsibilities: None

Minimum Qualifications/Basic Job Requirements:

- High School Diploma or equivalent
- 3-5 years of experience working in an office setting

Illustrative Examples of Essential Functions:

- Coordinate the admission application process, including intake of applications and the entry of application data.
- Provide admission and enrollment information assistance to prospective and new students.
- Review and evaluate high school transcripts when received and enter information into the SIS.
- Maintain documentation within the admissions process, create and maintain student files and prepare them for imaging.
- Enter ACT and placement testing results into the SIS.
- Provide general reception assistance to the Director and staff of the Admissions Office.
- 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 College Night, Graduation, and others as assigned by the Director of Enrollment Services.
- Support the Student Services Office by assisting at the One-Stop with the answering of phones, entering a quick application, scheduling academic advising/counseling appointments, and placement testing.
- Collaborate and work in partnership with the Division of Student Services and Academic Affairs to provide excellent customer service related to the functions of the Student Services Office.
- Actively participate on departmental and college committees ~~as assigned.~~
- Participate in professional development opportunities as necessary.

- Provide additional departmental support as assigned by the Director of Enrollment Services.

(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

Disclaimer:

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.