

## Job Description

Title: Admissions Analyst	Salary Band: B23
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 Analyst is responsible for processing and evaluating various admission related documents in support of accurate and timely intake and placement of students to the College. Activities include evaluating transcripts, as well as reviewing and maintaining student records and course prerequisite documentation.

**Supervisory Responsibilities:** None

### Minimum Qualifications/Basic Job Requirements:

- Associate's Degree
- 3-5 years of experience in student registration or admissions

### Illustrative Examples of Essential Functions:

- Evaluate and process educational records of students to include processing prerequisite drops, restrictive standing, non-traditional learning credit, programming changes to degree audit, setting up communication management, and end of year processing.
- Coordinate incoming institutional transcripts.
- Develop and evaluate credit equivalencies with established policies, procedures and IAI guidelines.
- Correspond with all admitted students regarding the processing of the transfer credits.
- Communicate with appropriate staff and faculty regarding policies related to the analysis of transcript equivalencies.
- Process graduation requirements for various programs as necessary.
- Assist with preparations for the graduation ceremonies, including coordinating ordering, billing and distribution of caps and gowns for all ceremony participants.
- 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
- Actively participate on departmental and college committees.
- Participate in professional development opportunities as necessary.
- Help with activities related to Student Services such as College Night, Graduation, and others as assigned by the Director of Enrollment Services.

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

**(Core Competencies) Knowledge, Skills, and Abilities:**

- Possess strong organizational skills
- Ability to pay close attention to detail.
- Maintain and demonstrate a clear understanding of the admission process.
- Demonstrate clear and effective written and verbal communication skills
- Respects the importance of strong confidentiality
- Provide strong and clear communication, customer service, and inter-personal skills
- Ability to work independently
- 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.