Job Position Description

Title: Admissions Assistant

Department: Office of Admissions   **Date:** 2023

REPORTS TO: Admissions Coordinator

PURPOSE: The Admissions Assistant will assist with efforts related to admission and evaluation processes for the student population.

DUTIES & RESPONSIBILITIES:
- Assist with processing admissions for transfer/freshman applications, transcripts and other supporting credentials for admissibility in accordance with university policies and procedures as requested.
- Audit student records and notify students/potential students of problems with their academic records including transcripts, registration, prerequisites under direction.
- Respond to student inquiries regarding the admission process and procedures and the transferability of credit and related academic information under direction.
- Assist with managing the admissions department emails.
- Assist with admissions presentations to prospective students.
- Perform other duties as assigned by the Admissions Coordinator.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Great organizational skills.
- Knowledge of Microsoft Word and Excel preferred.
- Strong communication skills and a commitment to customer service