

Admissions & Records Assistant

Test Preparation Material

Category Breakdown

- **Attention to Detail:** Reviewing information to identify patterns or rules and applying those rules
- **Decision Making:** Reviewing information to understand their relationship to one another in order to problem solve
- **English Language:** Word usage, grammar, punctuation, pronoun usage, capitalization, sentence structure, etc.
- **Forms and Reports:** Reviewing documents to locate and identify information
- **General Knowledge:** Consists of foundational knowledge related to higher education including definitions, universal processes and procedures, and reviewing information to identify patterns or rules and applying those rules
- **Mathematics:** calculations using addition, subtraction, multiplication, division, ratios, percentages, fractions, and/or rounding