

ADMISSIONS AND RECORDS SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date	Last Action
2755	Admissions and Records Representative	02	001	6 mo.	10/01/06	Rev.
2756	Admissions and Records Officer	02	001	6 mo.	03/16/09	Rev.
2757	Admissions and Records Supervisor	02	001	6 mo.	03/16/09	Rev.

Promotional Line: 80

Series Narrative

Employees in this series perform professional work in student admissions, records, and/or registration.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Admissions and Records Representative **2755**

Employees at this level perform entry-level credentials evaluation, students' academic records preparation and analysis, and student registration work.

An Admissions and Records Representative typically –

1. evaluates students' credentials to determine:
 - a. eligibility for admission to academic programs
 - b. eligibility for retention in academic programs
 - c. completion of requirements for degrees or certificates
2. assists in the maintenance of student academic records; enters and verifies data in information systems
3. counsels and advises on university academic requirements, under supervision
4. assists in the compilation of data and drafting reports
5. directs work/trains assigned employees
6. assists in student registration activities, including student recruitment
7. performs variety of clerical duties
8. maintains course curriculum and related-fees
9. assists with transfer credit issues, such as acceptability of transfer credits
10. performs other related duties as assigned

Level II: Admissions and Records Officer**2756**

Employees at this level direct credentials evaluation, student academic records preparation and analysis, or student registration work and/or serve as a professional specialist in admissions, registration, or records activities.

An Admissions and Records Officer typically –

1. serves as supervisor within the admissions, records, or registration functions; trains staff in assigned duties
2. serves as specialist within the admissions, records, or registration functions
3. interprets admissions, registration, and records policies and procedures
4. counsels and advises on university academic requirements
5. cooperates with college and/or university boards or committees pertaining to admissions, registration, and/or records policies and procedures; represents department on various committees
6. actively recruits and participates in the orientation of prospective students
7. evaluates and processes intra- and inter-institutional transfers
8. composes written materials related to assigned duties; participates in the planning and formulation of departmental procedures, manuals, etc.
9. conducts research studies and prepares reports
10. enters data into student information systems
11. performs duties of previous level in series, as required
12. performs other related duties as assigned

Level III: Admissions and Records Supervisor**2757**

Employees at this level direct and coordinate the activities of a professional staff engaged in student admissions, records, and/or registration programs.

An Admissions and Records Supervisor typically –

1. supervises and coordinates activities:
 - a. admissions (such as credentials evaluation)
 - b. student records and registration (such as fee assessment, academic records, transcripts, certification, diploma, registration arrangements)
2. supervises staff in assigned areas; plans and formats departmental policies and procedures
 - a. interviewing and hiring
 - b. planning and conducting training
 - c. establishing work priorities

- d. evaluating performance; counseling or assisting employees as necessary
 - e. participates in the termination process
3. serves as department liaison; represents department on various committees
 4. maintains the Degree Audit Reporting System; determines the application of data processing for programs
 5. participates in and/or coordinates orientations, graduation, award ceremonies and recruitment activities
 6. directs and coordinates research studies and reports
 7. performs duties of previous level in series, as required.
 8. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Admissions and Records Representative

2755

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Any combination totaling **three (3) years** from the following categories:
 - (a) work experience involving collegiate admissions, records analysis or records management
 - (b) college coursework in any discipline, as measured by the following conversion table or its proportional equivalent:
 - 60 semester hours equals one year
 - 90 semester hours equals two years
 - 120 semester hours or a Bachelor's degree equals three years

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Interpersonal skills
2. Basic knowledge of collegiate admissions, records analysis or records management
3. Oral and written communication skills
4. Reading comprehension skills
5. Written composition skills

6. Basic computer/data entry skills
7. Analytical and reasoning ability
8. Mathematical computation ability

Level II: Admissions and Records Officer**2756****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. High school graduation or equivalent
2. Any combination totaling **five (5) years** from the following categories:
 - (a) work experience involving collegiate admissions, records analysis or records management
 - (b) college coursework in any discipline, as measured by the following conversion table or its proportional equivalent:
 - 60 semester hours equals one year
 - 90 semester hours equals two years
 - 120 semester hours or a Bachelor's degree equals three years

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Interpersonal skills
2. Advanced knowledge of collegiate admissions, records analysis or records management
3. Oral and written communication skills
4. Reading comprehension skills
5. Written composition skills
6. Advanced computer/data entry skills
7. Analytical and reasoning ability
8. Mathematical computation ability
9. Supervisory ability

Level III: Admissions and Records Supervisor**2757**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Any combination totaling **seven (7) years** from the following categories:
 - (a) work experience involving collegiate admissions, records analysis or records management including one year in a specialist or supervisory capacity
 - (b) college coursework in any discipline, as measured by the following conversion table or its proportional equivalent:
 - 60 semester hours equals one year
 - 90 semester hours equals two years
 - 120 semester hours or a Bachelor's degree equals three years

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Extensive knowledge of collegiate admissions, records analysis or records management
2. Interpersonal skills
3. Supervisory ability
4. Extensive computer/data entry skills
5. Multi-tasking ability
6. Oral and written communication skills
7. Reading comprehension skills
8. Written composition skills
9. Analytical and reasoning ability
10. Mathematical computation ability