

ADMISSIONS & RECORDS OFFICER SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>	<u>Last Action</u>
2755	Admissions & Records Representative	02	001	6 mo.	00/00/00	Rev.
2756	Admissions & Records Officer	02	001	6 mo.	00/00/00	Rev.
2757	Admissions & Records Supervisor	02	001	6 mo.	00/00/00	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 & Records Representative **2755**

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

An Admissions & Records Representative typically –

1. evaluates credentials to determine students' eligibility for admission to the university's academic programs, eligibility for retention in such programs, acceptability of transfer credits, completion of requirements for degrees or certificates, etc.
2. assists in the management of student academic records
3. completes basic correspondence related to assigned duties
4. counsels and advises on university academic requirements, under supervision
5. *performs clerical activities such as answering phones and handling/processing payments, paperwork and sensitive materials*
6. *maintains course curriculum and related-fees*
7. *assists with transfer credit issues*
8. assists in the compilation of data and the drafting of reports
9. directs work of assigned clerical employees
10. assists in associated student registration activities
11. performs other related duties as assigned

Level II: Admissions & 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 & Records Officer typically –

1. acts as supervisor and/or specialist in a recognized area within the admissions, records, or registration functions
2. interprets admissions, registration, and records policies and procedures as required
3. counsels and advises on university academic requirements
4. cooperates with required college and/or university boards or committees pertaining to admissions, registration, and/or records policies and procedures
5. *assists with the recruitment and orientation of prospective students*
6. *processes student transfer requests*
7. trains and supervises staff in assigned duties
8. composes and conducts 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. *assists with entering data into student information systems* ~~participates in the application of data processing to operations~~
11. *represents department on various committees, as necessary*
12. *performs duties of previous level in series, as required.*
13. performs other related duties as assigned

Level III: Admissions & 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 & Records Supervisor typically –

1. supervises and coordinates the activities of admissions (such as credentials evaluation) and/or student records and registration (such as fee assessment, academic records, extra-mural registration, transcripts, certification, diploma, registration arrangements and the like)
2. *responsible for hiring, training, supervising and firing staff in assigned areas*

3. participates in the planning and formulation of departmental policies and procedures
4. *serves as department liaison between departments, students and employees*
5. *maintains the Degree Audit Reporting System; determines the application of data processing for programs*
6. *participates in and/or coordinates orientations, graduation, award ceremonies and recruitment activities*
7. directs and coordinates research studies and reports
8. *represents department on various committees, as necessary*
9. *performs duties of previous level in series, as required.*
10. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Admissions & Records Representative

2755

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER (*as required by the position to be filled*)

1. High school graduation or equivalent
2. Any combination totaling **two 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

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

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER (*as required by the position to be filled*)¹

1. High school graduation or equivalent
2. Any combination totaling **five years** from the following categories:
 - (a) work experience involving collegiate admissions, records analysis or records management *including supervision of these areas*
 - (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. Supervisory ability

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

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER (*as required by the position to be filled*)²

1. High school graduation or equivalent
2. Any combination totaling **seven years** from the following categories:
 - (a) work experience involving collegiate admissions, records analysis or records management *including supervision of these areas*
 - (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

² See 08/31/71 letter regarding the implementation of the Admissions/Records Officer classes for information on the application of these qualifications.