

Spec. Code:	XXXX
Occ. Area:	01
Work Area:	001
Prob. Period:	12 mo.
Prom. Line:	None
Effective Date:	00/00/20
Last Action:	New

ADMISSIONS AND RECORDS ASSOCIATE

Function of Job

Employees in positions allocated to this classification perform duties involved in the administration of student admissions and/or registrar programs. A(n) Admissions Associate interacts with a wide variety of internal and external constituents regarding admissions and/or registrar program. They are responsible for budget preparation, formulating and interpreting policies, program development and management, and overseeing student admissions and/or registrar activities. They also review, analyze, and exercise final judgements in admissions applications. While operating with a high level of autonomy and independent decision-making, they work under the general supervision of a designated administrator(s).

Characteristic Duties and Responsibilities

A(n) Admissions Associate typically:

1. serves as a professional-level specialist in the evaluation of admissions applications;
2. oversees admissions and/or registrar activities; develops queries to identify trends and/or areas of improvement;
3. oversees personnel functions such as selecting, training, supervising, evaluating, and/or developing staff work schedules and assignments;
4. acts as a technical and administrative resource; represents department/institution at various meetings and conferences; participates as a member of various committees;
5. develops, provides, and manages data analyses and reports for administrative purposes;
6. strategizes, develops, and directs long-term planning of admissions and/or registrar programs;
7. ensures compliance with departmental, institutional and government regulatory guidelines;

8. organizes and oversees research into trends and developments relevant to the field; monitors and distributes information regarding trends or developments related to admissions and/or registrar functions;
9. develops and maintains operational policies and procedures manual; participates in the development, implementation, and regulation of departmental policies, procedures, goals, and initiatives;
10. regulates financial activities such as monitoring expenditures, providing budget oversight, and conducting audits; assists in the preparation of budget estimates;
11. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree in business, communication, education, public relations, social sciences, or a closely related field.
2. **Two (2) years (24 months)** of professional work experience in admissions and/or registrar within an educational setting.

(NOTE: A Master's Degree in an area consistent with the duties of the position may be substituted for one (1) year (12 months) of work experience.)

3. Based on position requirements, additional education, training, and/or work experience in the area of specialization inherent to the position may be required.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of academic, departmental, institutional, and/or government laws, rules, regulations, policies and procedures related to student admissions, records, and/or registration programs.
2. Knowledge of principles and processes for providing customer service.
3. Knowledge of electronic equipment, computer hardware and software, and their applications.
4. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

5. Ability to identify measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
6. Ability to understand implications of new information for both current and future problem-solving and decision-making.
7. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
8. Ability to work independently and exercise judgment in order to be able to analyze and investigate a variety of questions or problems.
9. Ability to resolve difficult situations, to conceptualize, organize, analyze, and interpret data, complex rules, and regulations.
10. Ability to communicate effectively for the needs of the audience.
11. Ability to interpret work related documents, policies, and procedures.
12. Ability to exercise discretion in handling sensitive and confidential information.