

## **Job Description**

Title: Admissions, Records and Registration Specialist  
CBA Position: KCSS  
Department: Student Services  
Reporting Manager: Registrar  
Direct Reports: None  
FLSA: Non-Exempt  
Expected Hours of Work: 40

Salary Band: B22  
Band Range: Refer to KCSS Agreement  
FY19 Budget:  
Account Number:  
ICCB Class:  
KC Status (Class): Support Staff  
POSD: 1701-ARR-ADM

### **Job Summary:**

The Admissions, Records and Registration Specialist coordinates enhancements and improvements in the admission and registration processes, and is responsible for communicating this information in a timely manner to the appropriate departments through documentation and training. The Admissions, Records and Registration Specialist works with staff to coordinate Admissions, Records, Registration and graduation processing.

### **Supervisory Responsibilities: None**

### **Minimum Qualifications/Basic Job Requirements:**

- High School Diploma or Equivalent
- Associate's degree preferred
- 1-3 years of experience working in an office setting

### **Illustrative Examples of Essential Functions:**

- Responsible for testing, set up, release, and implementation of the functions including waitlist process, releasing terms, petitions, registration, and attendance verifications.
- Responsible for updates to a student record to include Athletic Residency, deceasing of records, grade changes and verifying end of term grades.
- Process enrollment and graduation information to the National Student Clearinghouse as required. This requires submission of data and adjustments as corrections are requested.
- Support the Student Services Office by assisting at the One-Stop with the answering of phones, entering a quick application, scheduling academic advising/counseling appointments, and placement testing.
- Collaborate and work in partnership with the Division of Student Services and Academic Affairs to provide excellent customer service related to the functions of the Student Services Office.
- Actively participate on departmental and college committees.

- Participate in professional development opportunities as necessary.
- Coordinate the admission application process, including intake of applications and the entry of application data.
- Review and evaluate high school transcripts when received and enter information into the SIS.
- Module team leader for Admissions module. Approve and maintain security levels for all employees with access to the Admissions module in the Ellucian System.
- Help with activities related to Student Services such as Registration Events, Graduation, and others as assigned by the Registrar.
- Provide additional departmental support as assigned by the Registrar.

**Core Competencies/Knowledge, Skills, and Abilities:**

- Possess strong organizational skills
- Demonstrate clear and effective written and verbal communication skills
- Provide strong and clear communication, customer service, and inter-personal skills
- Ability to work independently
- Respects the importance of strong confidentiality
- Able to cooperatively work with diverse groups of students and staff
- Understanding of basic administrative processes and procedures
- Understanding of Microsoft Office Productivity Suite
- Understanding of basic computer operations and office equipment
- Demonstrates efficient keyboard and data entry accuracy and speed

**Workload Summary:**

*(Special physical requirements necessary for performance of the job)*

- Work is normally performed in a general office setting
- Work is conducted in a busy office environment with frequent interruptions
- This position requires light physical activity and movement

**Disclaimer:**

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.