JOB DESCRIPTION

JOB TITLE: Admissions Coordinator	**FLSA:** Exempt
Department Admissions and Records	**Date:** 10/01/2017
Security Sensitive: Yes	**Grade:** C-41
Reports To: Director of Admissions/Registrar	

Job Summary

The Admissions Coordinator reports to the Director of Admissions/Registrar and has specific responsibility for recruiting, student admissions (including foreign student admissions), coordination of application processing, customer services, admissions support services to other programs and areas, and dissemination of information about the College.

Essential Functions

- Identifies and recruits students to Galveston College;
- Represents the College and disseminates appropriate information about the College to prospective students and other interested parties;
- Works with the Director of Admissions/Registrar and the Assistant Director of Admissions and Records in the coordination of all recruiting and admissions activities of the College, including distance education, continuing education, and all off-campus sites;
- Works with the Director of Admissions/Registrar to develop and implement a recruiting and admissions program designed to communicate with prospective students, communicate admissions decisions to students in a timely manner, and to maintain all admissions files in an appropriate manner;
- Works with the Director of Admissions/Registrar in implementing, maintaining, and using the electronic student admissions and records system to identify and recruit students, to track and communicate with students during the application process, and to assist applicants in the admissions and registration process;
- Works cooperatively to provide appropriate data for purposes of reporting, institutional research, and institutional effectiveness;
- Works to maintain the integrity of the student database (admissions to permanent records) in order to ensure complete accuracy for local records, as well as state, and federal reporting;
- Assists the Director of Admissions/Registrar to ensure compliance with external standards set by accrediting, regulatory, state, and/or federal agencies/entities;
- Works with the Director of Admissions/Registrar to interpret and enforce academic rules and regulations;
- Coordinates the application and data entry process to ensure efficiency;
- Works with the Director of Admissions/Registrar to coordinate quality customer service;

- Processes changes in admissions and student records, as required and appropriate;
- Evaluates student transcripts for placement, as required;
- Assist in academic advisement and other areas of student services, as needed and appropriate;
- Maintains ongoing contact and good public relations with students and staff;
- Works with the Director of Admissions/Registrar to accomplish the tasks and goals of the Admissions and Records Office;
- Works on institutional standing and/or ad hoc committees, as assigned;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement.
- Performs all other duties as assigned.

Minimum Education, Skills and Ability

- Bachelor's degree in student services, business, education, a teaching field currently offered by the college, or a closely related area;
- Demonstrated knowledge and skills in the use of integrated software systems and Microsoft Office applications;
- Demonstrated skills in establishing and maintaining effective working relationships with students, staff, faculty, and the public;
- Demonstrated skills in facilitating and modeling a quality customer service orientation;
- Ability to work effectively within an ethnic, cultural and socially diverse student population;
- Ability to work collegially and collaboratively;
- Demonstrated excellent written and verbal communication skills; demonstrated strong interpersonal skills;
- Strong customer service orientation and ability to work with a committee or a team;
- Excellence in providing and modeling quality customer service;
- Ability to think "outside the box" and to lead and manage change, as well as the recruiting and admissions processes of the College.

Preferred Education, Skills, and Abilities

- Masters degree in student services, education, business, or a closely related field;
- Experience in a community college setting working with student admissions, student advisement, student support services, and/or student records;
- Knowledge and strong skills in the area of integrated software systems, particularly Colleague, and reporting tools, such as Business Objects.

Work Environment

- Work primarily, but not exclusively, in a climate controlled environment with minimal safety/health hazard potential or work hazards. The position requires average agility and good physical condition. Ability to lift and carry moderately heavy materials weighing up to approximately 25 to 30 pounds. Work may require sitting, near vision use for reading and

computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.

Special Requirements

- Ability to meet a flexible work schedule, including some evenings and/or weekends;
- Ability to work under stress;
- Ability to travel to recruit and/or participate in meetings, conferences, and other related activities; and,
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied?_____

_____ _____

Signature Date