

Seward County Community College
Structured Compensation - Job Description
Secy Admissions

Data Year: 2017

Prepared On: 11/10/2017

Department:	Admissions	Grade:	8
Reports To:	Director of Admissions	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	B Luallen; C Donovan	Effective Date:	06/23/2008
		Revised Date:	08/15/2015

Role:

Position is responsible for providing secretarial support for the Admissions Office including processing of admissions applications, data entry, drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, and assisting with admissions events. Position is the first point of contact for prospective students and visitors and provides assistances in admissions processes. Occasional weekend or evening work may be required.

Essential Functions & Responsibilities:

- | | | |
|---|-----|---|
| N | 30% | Processes admission applications, prospective student cards, and other informational forms into Banner software. Develops and updates prospective student lists. |
| N | 20% | Performs secretarial duties including correspondence, making travel arrangements, setting up appointments, scheduling of visits for prospective students and maintains office and equipment supply inventory. |
| N | 20% | Greets visitors, prospective students, and callers with courtesy and respect and assists with their inquiries or directs them to the appropriate person/department. |
| N | 10% | Assists with the supervision of student workers including Ambassadors and Presidential Scholars. |
| N | 10% | Creates requisitions, maintains records, and tracks budgetary expenditures for the department. |
| N | 5% | Oversees departmental bulk mailings. |
| N | 5% | Performs other duties as assigned. |

Performance Measurements:

1. To enter and manage student records with accuracy, confidentiality and free of errors.
2. To schedule and organize work to meet established deadlines.
3. To insure that all correspondence is free of spelling, typographic and grammatical errors and sent out in a timely manner.
4. To keep all assigned files and records current and well organized.
5. To maintain a friendly, professional work environment and attitude when working with others.
6. To greet students, visitors, and phone calls in a friendly manner and assist with inquiries.
7. To process department bills timely and track budgetary expenses.

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8. To work 40 hours per week as assigned by supervisor
9. To assist supervisor with student employee work assignments, record keeping, and etc.

Knowledge and Skills:

- | | |
|----------------------|---|
| Experience | Six months to two years of similar or related experience. |
| Education | Associate's degree. |
| Interpersonal Skills | Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the college for purposes of giving or obtaining information, building relationships, or soliciting cooperation. |
| Other Skills | <p>Knowledge:</p> <ol style="list-style-type: none">(1) General knowledge of basic office procedures e.g., filing, keyboarding, answering phone, office equipment, etc.(2) Record keeping techniques both paper and electronic(3) Basic math(4) Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.(5) Micro Soft Office applications <p>Skills:</p> <ol style="list-style-type: none">(1) Interpersonal skills of courtesy, tact, confidentiality and diplomacy(2) Maintain a professional work environment(3) Excellent customer service skills and conveying of information effectively(4) Multi-tasks with frequent interruptions(5) Proficient in the use of MS Word, Excel and Outlook <p>Abilities:</p> <ol style="list-style-type: none">(1) Understand and follow oral and written directions(2) Learn new skills and adapt to new concepts(3) Learn additional software(4) Enter data with proficiency and accuracy(5) Maintain confidential information(6) Complete tasks with frequent interruptions(7) Operate office equipment(8) Communicate information and ideas in writing(9) Meet time lines(10) Work as a team member(11) Plan, organize, and manage time(12) See details at close range(13) Arrange things or actions in a certain pattern according to specific rule or set of rules (e.g., patterns of numbers, letters, words, mathematical operations) |

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(14) Concentrate and work effectively on detailed tasks for extended periods of time and/or intermittently while attending to other responsibilities

**Physical
Requirements**

Physical requirements are based on an 8 hour work day and may vary slightly.

Sitting for a period of 1 to 1.5 hours at one time with a total of 7 hours

Standing for a period of 1 hour at one time with a total of 1 hour

Walking for a period of 1 hour at one time with a total of 2 hours when giving campus tours

Lifting up to 10 lbs frequently and 50 lbs occasionally

Carrying up to 20 lbs frequently and 50 lbs occasionally

Repetitive Action: use of right and left hand for simple grasping, and frequent keyboarding

Bending, squatting, and reaching above shoulder level occasionally

Work Environment Typical office environment. Subject to frequent interruptions by individuals in person or by telephone. May work an occasional weekend or evening.

SOC 43-6014

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature