



<b>Job Title</b>	Admissions Assistant	<b>Job Code</b>	ES0144
<b>Pay Plan</b>	USPS	<b>Pay Grade</b>	13
<b>Union</b>	AFSCME	<b>FLSA Status</b>	Non-Exempt
<b>Job Family</b>	Enrollment Services	<b>Union Code</b>	022
		<b>Subfamily</b>	Admissions

**Job Family & Subfamily Summary**

**Enrollment Services Professionals** participate in activities related to academic admissions, registration, financial aid services, and orientation for current and potential university students.

**Admissions Professionals** recruit, evaluate, and participate in the selection of candidates for admission. Coordinate with all organizations and individuals involved in the admissions process. Advise applicants and parents about educational planning.

**Job Summary**

Provides customer service and administrative support to enrollment services.

**Representative Duties**

**1.**

- Answers moderate volume of telephone and email inquiries
- Responds to internal and external customers
- Reviews and evaluates transcripts and calculates GPAs
- Tracks incomplete files and requests required information
- Finalizes admission status of incoming students

**2.**

- Processes application fees
- Codes applications and performs data entry
- Posts admission decisions
- Processes change requests
- Processes incoming and outgoing letters and mail
- Oversees scanning process for documents

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	High School Diploma or Equivalent	
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
2+ years of relevant work experience		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

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**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**