



<b>Job Title</b>	Admissions and Records Coordinator	<b>Job Code</b>	ES0114
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	15
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Enrollment Services	<b>Union Code</b>	0
		<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 updated and quality advising and support services to students as well as their dependents.

**Representative Duties**

1.

- Provides immigration advising and assistance to international students in maintaining non-immigrant status
- Interprets federal regulations and policies
- Assists with registrations, school transfers, change of status, reinstatement, program extension, and curricular practical training
- Provides support for validation, academic training, travel and immigration issues
- Provides periodic reports
- Maintains records and tracking through the Department of Homeland Security
- Collaborates with campus departments and local community organizations
- Collects and updates immigration related information
- Facilitates presentations in educational programs and workshops
- Assists in the distribution and collection of assessment, departmental publications and information packages

<b>Education, Experience, Skill Requirements</b>		
	<b>Required</b>	<b>Preferred</b>
<b>Education Level</b>	Bachelor's	Master's
<b>Certification(s)</b>		
<b>Licensure(s)</b>		
<b>Work Experience</b>		
2+ years of relevant work experience OR 0+ years with a Master's Degree		
<b>Additional Requirements</b>		

<b>Physical/Environmental Demands</b>
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.**