



Job Description

Job Title: Rising Star Program Admissions Specialist

JTC: CX9

Salary Range: N02

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for a high volume of data entry, records tracking, massive mail out correspondence, and report production connected with the existing and newly admitted students into the program.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to coordinate employee and office activities. Understands the Rising Star program and the application process. Ability to research information and analyze data for reports. Able to perform advanced office activities and record keeping.

Advanced knowledge of computer technology software packages for a high degree of data entry and report production. Ability to meet deadlines and respond to changing needs.

Ability to interpret and apply administrative and department policies, regulations and rules; understand and follow complex oral and written instructions; compose correspondence independently, keep complex records, and prepare reports. Ability to interact with a wide range of DCCCD staff, students, faculty, and external agency representatives from diverse backgrounds.

Must have strong organizational skills, ability to multi-task, detail-oriented approach to work, strong decision-making skills, good follow-up, ability to complete tasks.

Strong knowledge and experience providing effective customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 10 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate's degree plus three (3) years of experience *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Processes applications for enrollment into the Rising Star program; accepts applications, inputs data, verifies for completeness and accuracy and screens students for eligibility into the program. Responsible for maintaining related databases and/or spreadsheets.

Responsible for the matriculation process of all students designated as Rising Star students which include, processing program admissions applications, extensive data entry for all students designated as Rising Star students, and maintenance of all student records into the district digital imaging system.

Works collaboratively and coordinates efforts between district and all college locations in preparation of all newly entering Rising Star designated students. Assists students, parents, and visitors with any program enrollment process information that is requested. Provides a one-stop with regards to admissions into the program and orientation related to necessary documentation to finalize admissions process. Responsible for providing specific services to program applicants, students, staff members of the Rising Star Program.

Responsible for proper documentation of receipt of required Rising Star program documents, and for initiating follow-up correspondence with students whom have not completed the matriculation process.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provide excellent customer service.

Performs related duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.