



Job Description

Job Title: Admissions Specialist

JTC: N34

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

Provides a variety of general office support and assists with the assessment and enrollment services in an admissions office environment (credit/non-credit). Usually, a front-line individual processing in person, phone, and/or mail-in admissions/registration requests.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to provide assistance to the student and faculty requests while following DCCCD policies and procedures. Knowledge of rules, regulations and policies of student records, registration, and admissions

Listening carefully to and understanding students' needs and proactively responding to those needs in a consistent and timely manner. Demonstrated ability to handle confidential information.

Ability to establish and maintain cooperative working relationships with students and colleagues in the course of the work assignments. Strong data entry skills and ability to alphabetize accurately. Ability to interpret and communicate DCCCD policies and procedures and external agency regulations to varying levels of DCCCD staff and students.

Strong data entry skills and ability to alphabetize accurately. Good organizational and prioritizing skills including the ability to stay calm in stressful situations and to perform multiple tasks simultaneously with high accuracy and efficiency. Openness to different and new ways of doing things and makes appropriate decisions with input from colleagues. Must have excellent customer service skills.

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 30 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

High school graduate or GED equivalency and one (1) year of work related 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; accepts applications, inputs data, verifies for completeness and accuracy and screens students for eligibility.

Acts as an information source, providing information related to DCCCD policies and procedures and state and federal regulations related to admissions/registration. Responsible for accepting and completing enrollment verifications and deferments; gathering data and certifying student enrollment.

Responsible for processing counter, phone, and/or online enrollment applications and registration requests. Provides general office support to work area, such as maintaining files and records, ordering supplies and manage wait lists, etc.

Maintain professional working relationship with students, faculty, and staff. Assigns students to classes on a flexible schedule as space is available. Coordinate the admissions and registration processes for special programs and student populations. Scan documents into district digital imaging record management system.

Assists in other areas during peak times, such as but not limited to, graduation, transcript evaluation, etc. Assists with the coordination of course evaluation packets, gathering, distribution and collection. Assists in the distribution of class roll for all classes given by the location/department.

Good communication skills to support the explanation of policies and procedures related to admissions and interpretation of regulations to students/prospective students, college staff and the general public from diverse backgrounds. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other 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.