Undergraduate Admissions Processor

Job Code 00007025

General Description
Responsible for processing admissions applications, transcripts, test scores and other credentials.

Examples of Duties
Process applications, test scores, transcripts, and other supporting credentials for determination of admissibility.
Answer questions from prospective students and parents.
Process SAT and ACT test tapes.
Process and receipt application fees.
Assist in purging of files by 12th class day by separating enrolled and non-enrolled applicants.
Place and remove holds in computer on student’s records who are lacking credentials.
Maintain accurate hold list.
Send correspondence to applicants with incomplete files to inform them of missing documents.
Mail orientation dates and materials to new students.
Assist in verification of enrolled students with college work and those whose college work is not on file.
Log daily contacts of prospective students and parents.
Prepare and mail acceptance notices and housing forms to freshman applicants.
Mail orientation notices and material to new students.
Counsel prospective students concerning students’ admission status and options.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: university admissions policies; bookkeeping principles to balance admissions fees.
Ability to: read correspondence, applications, transcripts, test tapes; understand and carry out written job instructions; write correspondence using word processor; compute academic applicant’s eligibility or ineligibility based on numbered class rank and test scores; communicate and interact effectively with management team, prospective students, and their parents; explain admissions policies to prospective students and parents; process applications using computer; maintain filing system.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements