Job Title:	Coord Admissions	**Job Code:**	47116
Job Function:	Staff	**Grade:**	118
Job Family:	Classified	**FLSA:**	Non-Exempt
SOC Description:	7000 Student Services Division	**Date:**	1/08

Job Summary:

Coordinate the processing of student enrollment applications and make decisions related to student admissions. Oversee application processing for certain populations (freshmen, transfer, post secondary, 60+, NEOUCOM Dual Admits, Wayne College, etc.)

Essential Functions:

30- 50% Manage and process the admission applications and supporting credentials processes. Download online applications and post credits. Manage and maintain proper documentation standards to ensure the integrity of records.

20 -40 % Council students on admissions procedures. Respond to routine questions from students, parents, employees, advisors from other institutions and others.

5- 15% Interact with university departments concerning discrepancies and errors, and resolve problems related to student records.

5- 10% Maintain student databases. Generate, review and analyze reports. Provide feedback to staff and incoming students as needed.

5 - 10% Provide support and services to other office events/activities such as Spotlight, Visit Days, scheduling tests,

Education:

Requires a relevant Bachelor's Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires 2 years experience in processing student applications, enrollment services or similar experience.

Leadership:

Functional guidance over nonexempt staff including general scheduling, assigning tasks and monitoring work activities.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.