

The University of Akron
Classification Specification

Job Title:	Student Enrollment Technician	Job Code:	80950
Job Function:	Staff	Grade:	116
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC Description:	7000 Student Services Division	Date:	1/15

Job Summary:

Actively participate in the data entry, maintenance of records and customer service associated with one or more of the following University Registrar functions: academic records management, registration, degree audit, class and academic space scheduling, rules and regulations adherence, curriculum management, completion services, functional systems testing and eligibility and credential verification.

Essential Functions:

40% Perform quality data entry, imaging and retention of paperwork and maintain proper documentation standards associated with various programs and services aligned with assigned University Registrar functions.

30% Apply and accurately disseminate information regarding federal, state and University policies, rules and regulations fundamental to assigned University Registrar functions.

20% Research and resolve problems related to student records for all members of the campus community. Maintain positive and judicious interactions with students, faculty, administrators and staff regarding all facets of student records.

10% Compile data associated with assigned University Registrar functions. Perform other functions related to assigned University Registrar functions, as requested.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years of experience in a fast-paced and detail-oriented office or business environment. Excellent communication, computer and customer service skills required. The ability to exercise independent judgment and to audit records required. Ability to interact with individuals of diverse cultures and backgrounds required. Educational administration office experience preferred.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

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:

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.