

TITLE: Admissions & Records Clerk
DEPARTMENT/DIVISION: Admissions & Records
DATE PREPARED: January 4, 2018
REPORTS TO: Registrar
CLASSIFICATION: Classified

POSITION SUMMARY

Under the direction of the Registrar, the Admissions & Records Clerk performs a variety of general and specialized duties related to admissions and records functions including, but not limited to: transcript evaluation; student admission; answering student questions in person, by phone, and by emails to the Admissions email account; course registration; processing ingoing and outgoing Admissions & Records correspondence; processing grades and academic standing; degree evaluation; and, processing SSC transcript requests. This position oversees document imaging for Admissions & Records. This post is responsible for assisting in the planning and implementation of the graduation/commencement process. This position trains and supervises student workers as assigned.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- Uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- Perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.
- Handle confidential information with tact and discretion.
- Connect with prospective students by answering incoming phone calls, responding to web inquires, attending college fairs and visiting high schools. Also, assists prospective and current students in accessing needed resources, such as financial aid.
- Follow-up with applicants as needed to update information, answer questions and enter/update information in the student information system. Mail out acceptance letters.
- Provide assistance and information to students, staff, and the public regarding admissions and records functions.
- Receive original and process updated admissions applications; review for accuracy, completeness, and determine admission basis in accordance with state and federal regulations.
- Maintain student records including updating vital information such as name, social security number, address, telephone or other changes to student records; verify changes for accuracy. Identify and correct discrepancies and errors in student records.
- Prepare and disseminate SSC transcripts in accordance with college procedures.
- Receive, evaluate and post transcript credits from other institutions, Advanced Placement credit, as well as CLEP and other forms of advanced standing.
- Process student registration, as well as evaluate and update records to reflect academic standing (e.g., probation; suspension), OSRHE Academic Forgiveness Provisions, grade changes, credit by exam, etc.
- Process concurrent enrollment of high school students and provide high schools with required information/documents.
- Research student records as assigned.
- Assist with the Admissions and Records document imaging system and processes.
- Assist with final degree audits and degree awarding functions.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Responsible for helping to plan and execute the graduation process, including the ceremony.
- Work with vendors and outside contractors as required.
- Perform general office duties.
- Attend required meetings and training.
- Train and supervise student workers as assigned.
- Assist in creating reports, training guides and standard operating procedures related to Admissions & Records functions.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- **Knowledge:** High school diploma or equivalent required; Associate degree preferred; minimum of one year of clerical or related experience; prior higher education experience, especially at a community college, preferred; knowledge of and experience with routine office procedures and equipment; computer literacy, including proficiency with word processing and spreadsheet applications; knowledge of and experience with e-mail applications including Microsoft Outlook, preferred. Knowledge of college student information systems a plus.
- **Skills:** Excellent organizational skills; accurate and detail orientated with ability to prioritize information in a timely manner; solid communication skills (written, oral and active listening); strong interpersonal skills; able to work effectively in team situations.
- **Abilities:** Requires the ability to perform all of the duties of the position efficiently and effectively; the ability to understand and accurately interpret federal, state and institutional guidelines; the ability to perform basic and complex clerical duties; to effectively communicate with students, faculty and outside entities; ability to work with a diverse population, show understanding and exercise patience; demonstrated computational ability; ability to work on several tasks at a time; ability to respond effectively in a variety of situations.

Applications will be accepted until the position is filled; however, for best consideration applications should be made by **January 17, 2018**. Salary is commensurate with education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, life insurance equivalent to two times contract salary. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment. To apply please send a cover letter, resume, copies of all academic transcripts, and three current names and phone numbers of professional references to:

Seminole State College
ATTN: Human Resources
P.O. Box 351
Seminole, OK 74818

*SSC is an EEO employer committed to multicultural diversity.
SSC participates in E-verify.
Posted January 4, 2018*