



POSITION DESCRIPTION

TITLE: Admissions, Registration, and Evaluations Specialist **CATEGORY:** Classified
FLSA STATUS: Non-Exempt **GRADE:** E

JOB SUMMARY: Coordinate and perform specialized analysis determination and processing of college academic credits and complex enrollment activities related to admissions and registration processes and procedures for evaluating transfer credits.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:

YEARLY PERCENT OF TIME

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| 1. Schedule and provide a variety of services for the Evaluations and Transfer of Credit area, including admission/registration process, add/drop of classes, posting test scores, and transcript verification receipt to meet enrollment timelines. Analyze, review, interpret, evaluate, and correct traditional and non-traditional college-level academic work, including challenge exams, military documents, and high school articulation credit. Ensure proper course credits are awarded and verify the accreditation of U.S. colleges and foreign institutions' coursework for acceptance. | 25% |
| 2. Organize and support daily enrollment functions within the department and outside offices or institutions. Determine acceptance or denial of admissions, participate in writing internal procedures, and ensure proper customer service standards are met at all levels, including students, staff, faculty, and partners. Serve as an information resource to staff, agency counselors, and students. Advise and explain credit evaluations. | 25% |
| 3. Perform complex functions to identify, evaluate and maintain both paper and computerized admissions and academic records to include generation of forms, data input, coding, and correspondence to students, staff, faculty, and others. | 20% |
| 4. Serve as liaison to High School Independent School Districts, Institutions of Higher Education, and third-party companies associated with processes to coordinate with appropriate El Paso Community College departments. Maintain all credit hour and course equivalency work in the student information system or any other third-party software in which transfer equivalences are required or maintained. Prepare completed evaluations and correspondence; create, develop, and compile statistical data. Prepare and submit reports as required or needed. | 20% |
| 5. Ensure compliance by explaining the admissions process, referrals, department programs, policies and procedures, and appropriate laws to students and contacts. Refer students to appropriate departments as needed. | 5% |
| 6. Perform other duties as assigned. | 5% |

SUPERVISORY RESPONSIBILITIES: May provide work direction to assigned staff.

ESSENTIAL QUALIFICATIONS:

EDUCATION: Associate's Degree.

EXPERIENCE: Three (3) years of related experience.

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. Skills/Abilities:

- Effective customer service skills;
- Ability to edit, use, and maintain data management programs;
- Effective written and oral communication skills;
- Ability to make sound decisions and schedule work assignments;
- Ability to solve problems successfully and perform effectively under pressure;
- Proficient computer skills to include internet navigation, e-mail, Microsoft Word, Excel, Access, and Power Point.

2. Equipment Used: Personal computer and a variety of equipment associated with a general office environment.

3. Software Used: A variety of word processing, spreadsheet database, e-mail, and presentation software.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit, use hands to feel, and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level 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 total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.

X _____
Employee Signature *Date*