



POSITION DESCRIPTION

TITLE: Admissions & Registration Assistant **CATEGORY:** Classified
FLSA STATUS: Non-Exempt **GRADE:** D

JOB SUMMARY: Admit students to the college for academic and continuing education programs; generate, maintain and digitize student records according to Southern Association of Colleges and Schools and Texas Higher Education Coordinating Board guidelines, state and federal laws and district policies. Enroll students into credit and non-credit programs.

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

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Process admissions applications to verify eligibility for admission into El Paso Community College. Properly code and maintain applicant and student data including registration hold; digitize all original supporting documents and provide guidance to students on required steps to complete admissions process.	25%
2. Review and analyze required supporting documents to process actions and appropriately update the Student Information System. These updates include but are not limited to grade, attendance, change of address, majors and other demographic values that impact state and federal reportable items. Update external systems as required (GoArmy and Student Exchange Visitors Information System S.E.V.I.S).	20%
3. Provide registration processing assistance for credit and Continuing Education (CE) students, including schedule and class searches, registration "Hold" releases, overrides, over tallies and assigning appropriate registration coding in Student Information System to support such actions.	15%
4. Verify residency status in accordance with Texas law requirements; be knowledgeable of and advise students of required supporting documents and assign appropriate codes for tuition purposes.	10%
5. Provide information to students regarding a numerous topics including admissions and registration, residency, Texas Success Initiative, Ability to Benefit, English as a Second Language pre-test assistance, International students and general student services.	10%
6. Process student, faculty and administrative initiated course withdrawals, review and code withdrawal actions in compliance with federal, state and district requirements.	5%
7. Perform quality control functions for records involving timely running of reports; reviewing and analyzing outputs and correcting and updating related data fields in the Student Information System.	5%

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| 8. Responsible for enrollment verification for student loan companies, employment screening agencies, insurance companies and the Military. | 5% |
| 9. Perform other duties as assigned. | 5% |

ESSENTIAL QUALIFICATIONS:

EDUCATION: Associate's Degree or equivalent.

EXPERIENCE: Two (2) 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:**
 - Experience with Microsoft Office Suite;
 - Effective telephone etiquette skills;
 - Experience providing effective customer service;
 - Effective oral and written communication skills;
 - Ability to handle confidential information;
 - Ability to multi-task.
2. **Equipment Used:** Personal Computer, fax, telephone, copier, and other equipment associated with an office environment.
3. **Software Used:** A variety of word-processing, spreadsheet, integrated database systems, digitizing program and e-mail.

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 to talk or hear and use hands to feel. The employee is frequently required to sit. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and move up to 10 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.

POSITION TITLE:	Admissions and Registration Assistant
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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*