



## POSITION DESCRIPTION

**TITLE:** Admissions & Registration Specialist      **CATEGORY:** Classified  
**FLSA STATUS:** Non-Exempt      **GRADE:** E

**JOB SUMMARY:** Responsible for providing front-line registration services for all student populations into credit and non-credit programs, including generating, maintaining, and digitizing student records in accordance with the Southern Association of Colleges and Schools, Texas Higher Education Coordination Board Guidelines, state and federal laws, and district policies.

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

<b>ESSENTIAL FUNCTIONS:</b>	<b>YEARLY PERCENT OF TIME</b>
1. Process admissions applications to verify eligibility for admission into El Paso Community College (EPCC). 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 the admissions process for all Region 19 designated schools and Dual Credit and Early College High School Program (DC/ECHSP).	20%
2. Review and analyze required supporting documents to process actions and update the Student Information System appropriately. 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, such as Army IgnitED, Student Exchange Visitors Information System (S.E.V.I.S), and any third-party software the division utilizes.	15%
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. Act as an information source related to EPCC's policies and procedures, and regulations related to residency status in accordance with Texas law requirements. Responsible for accepting and completing enrollment verifications, deferments, student loan companies, employment screening agencies, insurance companies, and the Military; gathering data and certifying student enrollment.	
5. Provide information to students regarding 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.	15%

- |    |   |     |
|----|---|-----|
| 6. | Process student, faculty, and administrative initiated course withdrawals, review, and code withdrawal actions in compliance with federal, state, and district requirements.  | 10% |
| 7. | Serve as liaison to Region 19 designated High Schools and DC/ECHS to coordinate with appropriate EPCC departments for complete student services, including Testing Services, Counseling, Financial Aid, etc., and resolve semi-routine admissions issues. Ensure compliance by explaining the DC/ECHSP admissions process, referrals, department programs, policies and procedures, and appropriate laws to students and contacts. Refer students to appropriate departments as needed. | 10% |
| 8. | Perform other duties assigned.  | 5%  |

**SUPERVISORY RESPONSIBILITIES:** None

**BUDGET RESPONSIBILITIES:** None

**ESSENTIAL QUALIFICATIONS:**

**EDUCATION:** Associate's Degree or equivalent

**EXPERIENCE:** Three (3) years of related experience

**CERTIFICATIONS/LICENSES:**

**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 providing effective customer service;
- Proficient computer skills, including internet navigation, Microsoft Office Suite;
- Ability to maintain confidentiality of work-related information and materials;
- Ability to manage multiple complex activities and projects;
- Ability to establish and maintain effective working relationships with staff and the public.
- Effective telephone etiquette skills;
- Knowledge of Federal and State Student Financial Aid Program's policies, procedures, rules, laws, and regulations;
- Effective oral and written communication skills.

**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 in addition to.

**PHYSICAL REQUIREMENTS:**

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully.

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 and occasionally 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 the 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 represent those an employee encounters while performing this job's essential functions. The noise level in the work environment is usually moderate.

<b>POSITION TITLE:</b>	<b>Admissions &amp; Registration Specialist</b>
------------------------	---

**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				
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*