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| TITLE: <u>Admissions Clerk</u> | SALARY SCHEDULE: <u>Staff</u> | CLASS CODE: <u>SA458</u> |
| UNION: <u>Staff Association - Local 2071, U.A.W.</u> | SALARY GRADE: <u>1</u> | EEO CODE: <u>40</u> |
| | FLSA: <u>Non-Exempt</u> | E-CLASS: <u>SA</u> |

POSITION PURPOSE

Set up and maintain applicant files to ensure all necessary information is available to make an admissions decision. Perform specific work routines using standard office equipment in a service based academic unit.

ESSENTIAL JOB FUNCTIONS

- Assemble applicant information into files. Request additional information when necessary; ensure all forms are complete and accurate; follow-up on missing application material.
- Answer incoming phone calls pertaining to the admissions process. Respond to inquiries on status of application; mail out application material; work with potential students, parents and high school counselors to provide and obtain additional information necessary to complete the application process.
- Provide applicant files to counselors making admissions decisions. Calculate Grade Point Averages (GPA). Once a decision has been made, mail out appropriate correspondence and information packet. Update files based on admissions decision. Type forms for admitted foreign students. Update computer files on admissions status.
- Type general correspondence; maintain office files; maintain and complete enrollment and applicant statistics; locate missing files.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification level utilizes the ability to follow standardized work routines and use office equipment to provide clerical support in the admissions process. This includes assembling files and providing information and applying basic knowledge of University policies and procedures in the application process. Work activities are dictated by established routines, with the incumbent handling them based on information learned through prior exposure or experience. Position duties are performed in an office setting using standard office equipment. This classification reports to and receives work direction from a professional or management level position.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent combination of education and/or experience.
- Ability to type with speed and accuracy.
- Ability to communicate effectively with others.
- Some knowledge of University admissions policies and procedures desirable.
- Ability to operate standard office equipment.
- Typically, incumbents have worked in an office setting, providing clerical support.