

Admissions and Records specialist (One or More Positions)

Summary Description:

Under supervision from assigned supervisory or management staff, performs a variety of routine technical and clerical duties in support of the Admissions and Records functions including in the areas of student registration and admissions and records data and information input, retrieval, and maintenance; and responds to questions and requests for information from students, staff, and the general public received by phone, e-mail, or in-person.

Education and Experience Guidelines:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

Experience:

- Two years of general clerical experience including one year of customer service experience involving the operation of a computer.
- Preferred Admissions and records experience.

Duties and Responsibilities:

- Respond to telephone, email, and personal inquiries regarding registration, application, residency, transcripts, and course schedules; disperse forms and answer general information questions; refer complex questions to higher-level admissions and records staff.
- Receive application forms; review for accuracy; input into computer terminal; assign identification number; schedule appointments.
- Accept transcripts, verification forms, and related forms; readmission after dismissal forms, applications for certificates or Associate degree, and other forms; process special request for registration; accept and process student data changes.
- Assist students in filling out transcript request forms, add/drop cards, petitions, grade requests, and other Admissions and Records forms; input information into computer terminal.
- Collect fees; input/post charges, cash/check/bankcard transactions/payments, and other information to student accounts; issue receipts; close out and balance registers.
- Process on-line registration, Adds & drops; respond to inquiries made through the web pages.
- Monitor enrollment of courses; notify students of filled, canceled, or changed classes.
- Process, scan, and input student documents into the document imaging management system; prioritize the scanning of documents; separate documents by type and prepare documents for scanning.
- Retrieve, open, sort, and distribute mail for the department; respond to inquiries related to assigned area.
- Utilize various computer applications and software packages; maintain and generate reports from a database or network system.
- Operate office equipment including computer equipment, typewriter, calculator, copier,

and facsimile machine.

-Perform related duties as required.

Hiring Range

Commensurate with education and experience.

How to apply

Please attach a cover letter, resume or curriculum vitae, and the contact information for three professional references as one document in .doc or .pdf format to hr@psuca.edu

For additional information, please visit www.psuca.edu/job_opportunities

