



Administrative Assistant I, Admissions and Records Job Description

Pay Grid:	A1
Status / FLSA Status:	Full Time / Nonexempt
Classification:	Support Staff
Department:	Admissions and Records
Reports to:	Director of Admissions and Records
Work Location:	Main Campus, Oglesby, IL
Hours of Work:	Monday through Friday; 8:00 a.m. to 4:30 p.m.; 12 months per year

POSITION SUMMARY: Under general supervision of the Director of Admissions and Records, the Administrative Assistant to the Director of Admissions and Records will serve as the primary administrative assistant for the Office of Admissions and Records.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A. Open and process mail for the entire office.
- B. Process applications from start to finish, including the preparation and mailing of acceptance letter to applicants.
- C. Process, enter and scan received transcripts and test scores.
- D. Prepare nursing, dental, and medical assisting files for evaluation by Director of Admissions and Records. Prepare correspondence related to missing and needed information for the evaluation process.
- E. Prepare nursing, dental, and medical assisting selection correspondence. Review past correspondence used with Director of Admissions and Division Chair of Health Professions.
- F. Process all mail-in, fax, telephone, in-person, and extension site registrations and process all changes to student demographic records.
- G. Answer telephone calls and relay messages.
- H. Process both paper and first level electronic transcript requests.
- I. Process all withdrawals and send notification to faculty member and student.
- J. Process student and employee ID card requests as needed.
- K. Participate in the supervision and direction of student workers, helping to ensure they are being productive.
- L. Process requisitions in Colleague for office supervisor, upon request.
- M. Process returned mail address and residency updates.
- N. Assist the Director of Admissions and Records with grade changes.
- O. Evaluate and verify student's enrollment status for insurance companies, employment offices, and other agencies. Record this transaction to the student's file.
- P. Send out midterm verification reminders.

OTHER DUTIES AND RESPONSIBILITIES:

- ❖ Work unsupervised from 4:30 to 7:00 p.m. as needed.
- ❖ Act as a liaison for students, faculty, administration, staff, and the public.
- ❖ Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES: There are no supervisory responsibilities for this position.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- 1. High School diploma required.
- 2. Ability to operate a personal computer and use Microsoft Word required.
- 3. Experience or demonstrated strong customer service ability required.

4. Demonstrated ability to have multiple tasks in process at any given time required.
5. Evidence of some coordination or assistance in the coordination of events preferred.
6. Experience with other software packages such as Microsoft Access, Excel, Publisher preferred.
7. Associate's degree in office technology or related field preferred.
8. Experience working in an office with several staff in close proximity, covering duties for one another as necessary preferred.
9. Experience working with a proprietary information system preferred.

PHYSICAL DEMANDS / WORK ENVIRONMENT: *The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Physical demands for this position include some light lifting and the ability to stand, sit, walk, reach, stoop, bend, push, pull, kneel, climb, use hands and fingers, and talk / hear for extended periods of time.

The work environment for this position includes a typical office environment with no extremes in temperature, noise, and limited physical risk.

The position is "at will", which means that either party may terminate the employment relationship with or without cause, for any reason or no reason at all, immediately upon notification given to the other party.