JOB DESCRIPTION

TITLE: Senior Office Assistant, Admissions and Student Records

REPORTS TO: Director of Admissions/Student Records (West Campus)  
Assistant Dean of Student Affairs and Enrollment Management  
(East, North, Spring Hill, and Porter Campuses)

BASIC FUNCTION: Assists in the coordination and implementation of all student record processing.

CLASSIFICATION: Supervisory and Career Confidential

DUTIES AND RESPONSIBILITIES:

1. Assists students, faculty, and staff with inquiries regarding all admissions and student records policies and procedures.

2. Responds to inquiry requests; documents and tracks requests; and initiates any follow-up mailings.

3. Processes student applications to the College and all supporting documents required for admission, including, but not limited to: high school transcripts, GED scores, applicable college transcripts, transient forms, and residency materials.

4. Maintains admissions and student records for all students. Assists with the scanning and document management functions within the department.

5. Processes all documents pertaining to student records, including, but not limited to: placement test scores; transfer credit evaluation, and credit posting; student data changes; processing of membership in honor societies; enrollment verifications and degree verifications; provides support for processing of international student applications for visas; assists with computer assisted advising checks and building of degree audits.

6. Initiates electronic requests for transcripts from other institutions and replies to requests for PHSC transcripts.

7. Processes grade rosters, grade changes, and all accompanying documents.

8. Processes admissions and student records restrictions as appropriate.

9. Processes high school dual enrollment applications and course permission forms.

10. Assists in the production and distribution of diplomas and certificates of completion.

11. Performs routine clerical work including data entry and mail.
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12. Assists with data verification requests and data resolution as needed.
13. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Required: Standard high school diploma or GED. Must have experience in academic record keeping or general office assistant work. Computer application skills (word processing, database or spreadsheet entry) and strong customer service skills required.

Keyboarding Speed: 35 net words per minute with 95% accuracy
Data Entry 1 - Vendor: 6,200 keystrokes per hour with 95% accuracy