



Trinity Valley Community College

Job Description

Admissions & Records Specialist

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Provides support services for students within the admissions/registration department specializing in one or more of the following areas: admissions/registration, transcript services, and/or forms and records management.

REPORTS TO:

Department Director/Department AVP

SUPERVISES:

None

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

High school diploma or GED

PREFERRED:

Associate degree

EXPERIENCE REQUIRED:

Two (2) years recent work experience in a business office setting.

OTHER LICENSES OR CERTIFICATIONS:

KNOWLEDGE AND SKILLS REQUIRED:

- Typing/Data Entry
- Computer software proficiency – Microsoft Office
- Operating equipment – office or otherwise
- Written and oral communication
- Interpersonal and/or customer service skills
- Basic Math
- Attention to detail
- Time management
- Organization

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Serve as the frontline of the institution relaying institutional information.
- Acts as an information source, providing information related to TVCC policies and procedures and state and federal regulations related to admissions/registration in one or more areas to which assigned, including but not limited to transcript services, forms and records management. Performs clerical tasks in the preparation and maintenance of records, including, coding and data entry to permanent student records; enrollment verification, processing transcript requests, and process letters of non-enrollment for students
- Process applications for enrollment; accept applications, input data, verifies for completeness and accuracy and screens students for eligibility. Process and maintain communications management for applicants and prospective students.
- Acts as student records quality control person in reviewing student record corrections (Social Security numbers, grades, etc.), merging records as needed, removing duplicate records, and interpreting data

All TVCC positions are security sensitive and require a criminal background check.



Trinity Valley Community College

Job Description

Admissions & Records Specialist

- following national student admission guidelines. Quality assurance checks of scanned admissions documents
- Researches and corrects transcript discrepancies.
 - Assists students and/or process requests to obtain records and/or copies of transcripts via requests; process verifications of enrollment as requested; place or remove holds on student records when they have obligations to the campus as needed.
 - Respond to internal and external requests for information that includes researching, analyzing and summarizing data from student files/records.
 - Receive, review and maintain department records and documents as they relate to transcript and verification requests.
 - Provide general office support to work area, such as, maintaining files, ordering supplies, manage wait lists, etc.
 - Coordinate the admissions and registration processes for special programs and populations.
 - Processing, documents and answering questions that requires considerable attention to detail.
 - Evaluate incoming transcripts for transfer credit eligibility. Maintain knowledge of TCCNS.
 - Responsible for printing out PSER, Post-Secondary Education Reimbursement, forms for all students eligible, as needed.
 - Generate Rosters for Vocational/Academic, if required.
 - Work with necessary personnel concerning enrollment problems.
 - Process student correspondence concerning grades, graduation status, etc. as needed.
 - Evaluate reverse transfer credit and work with completion advisor to determine graduation eligibility
 - Imaging of records such as: scan applications, transcripts, test scores, shot records, and misc. forms for consistency
 - Responsible for certificate printing, mailing certificates, and maintaining records of students who complete vocational trades/AAS degrees as needed
 - Assist with the processing and distribution of mail and correspondence between offices.
 - Process and interpret test scores and shot records. Process grade changes and post articulated credit as needed.
 - May participate and assist with college recruiting efforts, attendance at graduation, , and assist with Cardinal Pride Orientation.
 - Work with the Registrar in the development of process improvement strategies.
 - Provides backup for other areas in Student Services as needed.
 - Other duties as assigned by appropriate supervisory personnel.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- | | |
|-------------------------------------|---------------|
| • Standard office equipment | • Copier |
| • Personal computer and peripherals | • Seat belts |
| • Calculator | • Fax machine |
| • Multi-line phone system | |

PHYSICAL DEMANDS:

- Requires: Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, Seeing, Repetitive Motions, Computer Work
- Subject to: Stooping, Pushing, Crouching, Reaching, Pulling, Sedentary to Medium Work
- May need: Heavy to Very Heavy Work
- Occasionally need to: Climbing, Balancing,

MENTAL DEMANDS:

- Emotional control under stress: Less than 25% of the time
- Frequent interruptions: 25-50 % of the time

All TVCC positions are security sensitive and require a criminal background check.



Trinity Valley Community College
Job Description
Admissions & Records Specialist

OTHER DEMANDS:

None

The above job description has been reviewed with the employee. It was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 7/18/01

Revised: 10/12/2021

Classification:	Staff	Coordinating/Non-Coordinating:	NC
FLSA Status:	Non-Exempt	TVCC Job Code:	1604
DBM:	A	Travel Required:	None
IPDEDS/SOC CODE:	43-9199	Employment Status:	Full-Time
Salary Range:	125	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

All TVCC positions are security sensitive and require a criminal background check.