

## **TDCJ ENROLLMENT SPECIALIST**

### **GENERAL STATEMENT:**

Responsible for maintaining files and helping with enrollment of TDCJ students at Texas Department of Criminal Justice (TDCJ).

### **REPORTS TO:**

Enrollment & Administrative Advisor, TDCJ Correctional Programs

### **OCCUPATIONAL GROUP:**

Secretarial and Clerical

**FLSA:** Non-Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

High school diploma or GED required; Associate degree preferred.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Three (3) years recent office experience required. Windham/TDCJ experience preferred.

#### **OTHER:**

Computer skills; prefer experience with Microsoft Office and Excel. Must type 35 wpm with accuracy. Good with detail work. Must clear security and criminal background checks. This position requires TDCJ clearance prior to employment.

### **DUTIES AND RESPONSIBILITIES:**

- Prepare and maintain PAA/TSI records and schedule sessions on TDCJ units.
- Process paperwork generated by enrollment coordinators/Counselor of TDCJ Correctional Programs interviews with TDCJ students.
- Conduct academic and vocational registration of TDCJ students:
  - Mail registration packets and enrollment notices to students
  - Screen potential student applicants
  - Process incoming registration and enrollment paperwork
  - Work with unit secretaries and registrar's office concerning enrollment problems
  - Set up and maintain computer records, files, and degree plans on all enrolled TDCJ students
- Maintain student records and assist with identification of students in need of testing, verification, financial aid, graduation status, and transcripts.
- Maintain records of TDCJ student who have completed a vocational trade and/ or have obtained a college degree.
- Process incoming transcripts for TDCJ students.
- Responsible for certificate printing, mailing certificates, and maintaining records of students who complete vocational trades.
- Process student correspondence concerning grades, graduation status, etc.
- Perform departmental duties such as filing, answering the telephone, etc.
- Assist with the processing and distribution of mail and correspondence between offices and TDCJ units, Tennessee Colony, and the Palestine office.
- Other duties as assigned by appropriate supervisory personnel.
- Maintains confidentiality of information.
- Work assigned schedule and comply with timekeeping policy.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.

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- May be subjected to adverse working conditions at TDCJ.

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also 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*

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

*Approved: 10/6/10 Revised: 10/3/2017*

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