ADMINISTRATIVE ASSISTANT, TDCJ CORRECTIONAL PROGRAMS ENROLLMENT

GENERAL STATEMENT:
Responsible for maintaining files on incarcerated students and helping with enrollment of incarcerated students at Texas Department of Criminal Justice (TDCJ). Screening all academic TDCJ students on the TVCC and TDCJ mainframe computers and processing schedule changes at all levels and maintaining class and unit tracking rosters.

REPORTS TO:
Enrollment & Administrative Coordinator, Correctional Education Department & Associate Vice President of TDCJ Correctional Programs

OCCUPATIONAL GROUP:
Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:
High school diploma or GED; Associate degree and correctional experience preferred.

LICENSE OR CERTIFICATION:
None

EXPERIENCE:
Three (3) years recent office experience

OTHER:
Computer skills; Good with detail work

DUTIES AND RESPONSIBILITIES:

- Screen potential students for eligibility to attend academic classes and update database with this information.
- Screen potential students to determine payment method required.
- Type semester schedules and do mail merge to provide copies for each eligible student in the database.
- Print degree plans for all eligible students.
- Mark degree plans with classes taken, blocked classes, developmental classes needed, etc.
- Process and mail out registration packets.
- When registration packets are received from students, process and enroll students in AS400.
- Send all enrollments to each unit Classification Department to be entered.   (This is accomplished by sending a copy of the class rolls.)
- As additions and drops occur, these must be processed in the AS400 and sent to the unit UCC via email for processing and to make sure the class tracking rosters are current and correct.
- All adds, drops, etc., must be verified by checking the unit count-room to make sure they have been processed by the unit.
- Monitor class sizes, drops and adds to make sure they are processed, etc.
- Receive direct payments and enter all payments into the AS400.
- Enroll all active students into the TDCJ/RPD computer program (this consists of four steps for teach student including payment method.)
- Enter all active students into the database and update records.
- Maintain student record files and update graduate information as needed.
- Work with graduate lists received from the Registrar's Office.
- Maintain class rolls and tracking rosters for each academic class, copy weekly and send to TDCJ/RPD.
- Process drops as they occur and send paperwork to TDCJ/RPD and the TVCC Registrar's Office.

- At the end of the semester, all enrolled students must be entered as complete in the ES30-TDCJ/RPD computer program.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

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: 12/10/2014   Revised: 11/12/2015

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