

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Admissions/Records Office Coordinator	FLSA status:	Non-Exempt
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DEPARTMENT:	Student Services	REPORTS TO:	Director of Admissions/Registrar
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Position summary: Under direct supervision, assists the Student Success Center in day-to-day operations.

Position responsibilities:

- Coordinate Admissions/Records personnel to insure efficient operation.
 - Oversee responsibilities/tasks assigned to various employees-full-time, part-time, work-study
 - Train new employees
 - Train other employees as jobs transition
- Coordinate office functions.
 - Order supplies as needed
 - Insure availability of printed forms and copies
 - Physical aspects and needs of office – hardware and software
- Evaluate transcripts for incoming college transfer students.
 - Make available printed transfer evaluations to students
 - Enter transfer coursework into POISE registration system
 - Scan evaluations in DOCUBASE imaging system
- Assist in preparation and editing of printed schedule of classes.
- Assist in maintenance and updating of Admissions/Records web pages including but not limited to semester exam schedule and academic calendar.
- Assist as needed in all admissions and registration procedures.
- Assist and provide OTA, LVN and ADN with information and documentation required for selected program admission.
- Oversee processing of withdrawals.
- Provide reports as needed to Admissions/Records personnel for editing and auditing of student data in preparation for CBM reports.
- Assist advisors in TSI audit and verification prior to and after student registration.
- Oversee and assist in Continuing Education issues as needed.
- Complete enrollment verifications as needed.
- Assist Student Success Center advisors as needed.
- Assist in grade processing including collection of grades, imaging, and mailing out probation/suspension letters as well as President's and Dean's letters.
- Assist and advise students concerning degree audits and graduation requirements
- Maintain accurate list of graduates by degrees/certificates.
- Order diplomas for graduates.
- Distribute lists of candidates to appropriate offices for assistance in ordering graduation regalia and programs.
- Send list of applicants to alumni office and press releases.
- Assist in planning and preparation of commencement rehearsal and final program.
- Contact students as needed regarding commencement activities or graduation requirements.
- Assist in determination of honor graduates.
- Assist walk-in students in the Student Success Center and answer telephones as needed.
- Assume responsibilities for Records Retention Plan including documentation, planning, imaging/scanning, records destruction and follow-up activities.
- Responsible for DOCUBASE questions/concerns involving Admissions/Records.
- Performs miscellaneous job-related duties as assigned.

Minimum Position Requirements:

- Associate's degree preferred with 3 to 5 years experience directly related to the duties and responsibilities specified.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.

- Knowledge of computerized information systems.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.