

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Admissions/Records Specialist	<b>FLSA status:</b>	Non-Exempt
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<b>DEPARTMENT:</b>	Student Services	<b>REPORTS TO:</b>	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:**

- Assists students with questions about admissions process and give out information as needed.
- Answer telephone calls for Admissions/Records Office.
- Maintain all documentation necessary for successful audit of student records.
- Acknowledge receipt of applications for admission, transcripts, and test scores.
- Responsible for admissions data entry.
- Determine that an official basis for admission is on file, (High School transcript, GED scores, college transcript, special approval, and test scores). Notify students that have not furnished required documentation.
- Participate in all regular registration and off campus registration by verifying student information and admission status, entering new students into the registration system and entering courses as needed.
- Assist in schedule changes.
- Record and distribute information to teachers concerning student withdrawals.
- Mail notices of excessive absences or drops with “F” to students as needed.
- Update and edit student information as needed.
- Assign specific tasks to work-study students in office.
- Verify student records for certifications as needed for Financial Aid, insurance companies, etc.
- After official census date (12<sup>th</sup> class day) balance official class rolls against Admissions Office data to determine accuracy of class rolls.
- Maintain “hold” file for students who are not clear with the Business Office, Library, or College Store, etc.
- Prepare, verify and update permanent student transcripts. Issue transcripts on daily basis as requested.
- Perform transcript evaluations.
- Enter college transfer work into registration system.
- Keep accurate record of TSI status and update records as changes occur.
- Update all cumulative grades for prior students into registration system database and check for accuracy.
- Collect and process grades from faculty.
- Prepare and issue student degree audits for graduation.
- Assist in ordering diplomas and preparing list for program as needed.
- Assist in preparing list of distinguished students to be certified for recognition at graduation.
- Mail graduation information to students as needed.
- Assist in graduation ceremony as needed.
- Maintain complete and accurate information on all students in compliance with mandatory legal and/or local policy.
- Inventory and order supplies for the office as needed.
- Maintain permanent mailing list for catalogs, mail catalogs, applications, and schedules as needed.
- Serve as research center for official student data.
- Maintain system to safeguard all student records.
- Processes incoming and outgoing mail
- Scans student files into Docubase imaging system
- Performs miscellaneous job-related duties as assigned

**Minimum Position Requirements:**

- 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.