

ADMISSIONS CLERK - WCC

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position provides general information to the public regarding College admissions procedures and performs clerical tasks in the Admissions Office of Westchester Community College. Admissions procedures include processing applications, collecting fees; checking documents for completeness and accuracy; data entry; screening applications against master files, and maintaining, checking and searching through automated and manual admission files. Incumbents may also respond to student inquiries by phone, in person, or by generating routine letters or forms to prospective students. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Processes applications by data entering application information, gathering supplemental documentation as per established guidelines, and creating permanent student folders on an automated system;

Maintains detailed student records, in accordance with established guidelines, both manually and on an automated system to reflect application status, disposition of student files, missing information and other code changes;

Maintains and searches automated and manual files for information;

Provides general information relating to admissions procedures both verbally and through routine correspondence to students, faculty, staff and the general public; routes more complex questions to supervisor;

Checks admission applications and related documents for completeness and accuracy, and processes them in accordance with established procedures;

Collects application fees and other fees related to admissions in the form of checks and money orders;

Keeps abreast of admissions and registration procedures by attending staff meetings and by keeping procedural directives on file;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Assists at the reception desk, as required;

May perform other incidental tasks, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE: Good knowledge of clerical procedures involved in record keeping and maintaining accurate filing systems; good knowledge of office procedures; ability to enter, extract and compile data accurately; ability to carry out oral and written directions; ability to get along well with others; ability to

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE: (Cont'd.)

effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and one year of experience where the primary function of the position was the performance of clerical functions, which also involved the maintenance of records.

SUBSTITUTION: Satisfactory completion of 30 credits* at a recognized college or university may be substituted on a year for year basis for up to one year of experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.