The Evergreen State College

Position Description

Date: August 19, 2014

Position: Graduate Programs Admissions Coordinator

Location: Graduate Studies Office (Sem II)

Organization: Academics

Incumbent: n/a

Position Number: TBD

Reports to: Walter Niemiec

**Position purpose:** Manage admissions processes for three graduate programs. Support graduate programs in inquiry and recruitment activities.

**Nature and Scope:** Temporary, minimum of 1/2 time with the potential to a maximum of ¾ time when needed, 10-month (Oct 1, 2014-July 31, 2015) position.

**Essential Duties:**

1. Informs prospective students about eligibility and application process for the college’s graduate programs; interprets and applies policies; promotes the programs within the college and with outside organizations and the public. GW – would they really be doing eligibility and application process questions? Does this mean they are the first phone # that people call about each program? I didn’t think they would be getting into that much detail, except to follow up with people.
2. Updates and maintains a computerized database of prospective applicant materials such as transcripts, test scores, letter of recommendation, etc..
3. Create and maintain all graduate programs’ admission files in paper format and enter all required data in electronic format (primarily through use of Banner but may involve additional off-system databases and spreadsheet programs such as ACCESS, Filemaker Pro, EXCEL, Salesforce etc.).
4. Checks admissions credentials for completeness and initiates requests for missing information; notifies graduate programs and applicants when files are complete. (don’t need this one – combine with #5 as shown below).
5. Reviews and evaluates credentials of graduate program applicants including determining applicants’ level of education, degree status, accreditation of baccalaureate granting institution attended, calculation of grade point average, record of test scores, analysis of transcripts for coursework meeting admissions requirements, and other information as needed by each program. Initiates requests for missing information and monitors level of completion of applications.
6. Follows College and Washington State Student Achievement Council policies at all times in the processing and evaluation of undergraduate and graduate applications.
7. Provides administrative support for Admission Committee file review for all graduate programs (copies~~d~~ forms, supports faculty reviewers, etc).
8. Prepares letters of admission or denial under direction of program directors and assistant directors (ADs) and distributes to applicants.
9. Records admissions decisions into college’s system including supporting data such as admissions conditions.
10. ~~Annual~~ Transfers ~~of~~ files of~~n~~ admitted and enrolled students to Registration and Records, and archives~~ing~~ or destroys~~uction~~ ~~of~~ other applicant files per retention schedules. Copies~~ying~~ ~~of~~ file materials ~~as needed~~ ~~to~~ and creates program files for assistant directors as needed.
11. Builds and maintains close working relationship with college Office of Admissions.
12. Runs data reports as needed for directors and ADs ~~assistant directors~~.
13. Assists ~~Graduate Program Assistant Directors~~ ~~(~~ADs~~)~~ ~~in~~ with a variety of admissions, recruitment and outreach activities such as: inquiry follow-up, contact data entry, mailing of catalogs and program brochures, ~~other related tasks such as~~ attending graduate fairs representing the programs, and other tasks as assigned.
14. ~~Support ADs in admissions, recruitment and outreach activities as assigned.~~ Seems the same as #13. RG – I agree: see my edit to include this with #13.
15. Perform related duties as required.

**Knowledge/Skills/Abilities:** (are we asking that they meet at least the top 4? If so, I think the order should be #1, #2, #4, #7)

1. Ability to work under pressure, with multiple programs and multiple tasks, requiring a high degree of accuracy and attention to detail.
2. Ability to work independently, with minimal direct supervision.
3. Knowledge of higher education in general, and specifically in Washington State.
4. Proficiency with current generation Microsoft software including Word, Exchange, and Excel. Ability to enter data quickly in the college student record system with a high degree of accuracy.
5. Ability to analyze transcripts
6. Ability to maintain confidentiality of student records.
7. Must possess excellent public relations and customer service skills ~~both~~ in person, via email and over the phone.
8. Ability to work at a desk/computer for extended periods of time and operate standard office equipment.

**Minimum Qualifications**

High school graduation and two years of admissions, registrar’s or related office experience. I think we should require a bachelor’s degree. I don’t think it should say admissions or registrar’s. I think it should say 2 years of office experience and 2 years of customer service experience. I think a bachelor’s should be required.

**Desired Qualifications**

BA degree

Experience in higher education, especially in admissions or registrar’s office

Experience with Banner and CollegeNet I don’t think CollegeNet is necessary?