

# CLASSIFICATION SPECIFICATION

## Student Affairs Specialist

FT/PT Class Code: 5131, 5631      Pay Grade: B/C 07      FLSA: Non-Exempt      Rev. 11/29/18

**SUMMARY STATEMENT:** An incumbent is responsible for ensuring student success by handling the diverse, yet interrelated, daily functions within Student Affairs to include Admissions, Registration, and/or College Placement Testing.

### NATURE AND SCOPE:

An incumbent typically reports to an administrator and may supervise support personnel and/or work study employees. The incumbent processes admission applications, transcripts, registration forms and requests for information. The incumbent also may administer the College Placement Test (CPT). A significant aspect of this work is interaction with students and the public. The incumbent also interacts with Student Affairs, Instruction, and the Business Office to effectively ensure student success.

### PRINCIPAL ACCOUNTABILITIES:

***An incumbent may perform any combination of the below listed accountabilities:***

1. Processes admission applications, registration forms and collateral documents.
2. Develops and maintains student records in compliance with FERPA and other relevant regulations.
3. Prepares diverse reports to be used by multiple divisions for tracking, recruitment, enrollment, and services to students.
4. Schedules, administers, and scores the College Placement Test.
5. Generates reports from College placement data to assist with scheduling and resource allocation.
6. Responds to inquiries and provides admission and College policy information to students, staff, and the general public.
7. Receives and processes transcripts.
8. Facilitates the transfer of credit module within Banner.
9. Processes and reviews reports and records to ensure conformity with College policy and regulations.
10. Oversees special admissions programs for health, allied health, and international students.
11. Assists in the preparation of the annual budget; solicits pertinent information through research, phone contacts, correspondence, and other sources.

### **PRINCIPAL ACCOUNTABILITIES, cont'd:**

12. Supervises work study students or support staff as assigned.
13. Performs other related duties as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◇ Knowledge of admission and registration procedures and policies.
- ◇ Knowledge of College placement criteria.
- ◇ Knowledge of computerized College and State systems.
- ◇ Knowledge of filing and records management techniques.
- ◇ Skill in keyboarding and data entry.
- ◇ Proficient keyboarding skills.
- ◇ Good interpersonal and communication skills.
- ◇ Ability to relate effectively with multicultural populations.
- ◇ Ability to use computers, access files, and input necessary information.
- ◇ Ability to research information and prepare reports.
- ◇ Ability to communicate effectively both orally and in writing.

### **MINIMUM QUALIFICATIONS:**

- ◇ High school diploma or GED.
- ◇ Four (4) years of relevant experience, or equivalent combination of experience and additional education.