

The University of Akron
Classification Specification

Job Title:	Coord Admissions	Job Code:	47116
Job Function:	Staff	Grade:	118
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	7000 Student Services Division	Date:	1/08

Job Summary:

Coordinate the processing of student enrollment applications and make decisions related to student admissions. Oversee application processing for certain populations (freshmen, transfer, post secondary, 60+, NEOUCOM Dual Admits, Wayne College, etc.)

Essential Functions:

30- 50% Manage and process the admission applications and supporting credentials processes. Download online applications and post credits. Manage and maintain proper documentation standards to ensure the integrity of records.

20 -40 % Council students on admissions procedures. Respond to routine questions from students, parents, employees, advisors from other institutions and others.

5- 15% Interact with university departments concerning discrepancies and errors, and resolve problems related to student records.

5- 10% Maintain student databases. Generate, review and analyze reports. Provide feedback to staff and incoming students as needed.

5 - 10% Provide support and services to other office events/activities such as Spotlight, Visit Days, scheduling tests,

Education:

Requires a relevant Bachelor's Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires 2 years experience in processing student applications, enrollment services or similar experience.

Leadership:

Functional guidance over nonexempt staff including general scheduling, assigning tasks and monitoring work activities.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.