

Please Note: If you are applying for more than one position, please submit a separate, complete application



INTENT TO EMPLOY

Posting Date: April 23, 2021

Position: Admissions Records Specialist

Minimum Qualifications:

1. High school diploma or GED **required**.
2. One year of full-time related work experience **preferred**.

Primary Purpose:

Engage in the assimilation of admissions data, distribution of printed materials, processing of applications, and maintenance of records and the preparation of related reports. The employee will:

Job Functions:

1. Assist the Admissions Operations Supervisor in the assimilation of admissions data, process admissions, applications, maintenance of records and the preparation of related reports.
2. Assist with the training of work study students and part-time personnel monitoring their work performance for accuracy and completeness to ensure compliance with established departmental standards.
3. Perform administrative functions to support the Jefferson State Men's and Women's Golf Team for the purpose of processing check request, requisitions, travel, hotel, student meal per diems, van rental drug testing appointments, NJCAA membership dues, compliance audits, and other athletic related documents, etc.
4. Correspond with applicants, college faculty and staff, and personnel from other colleges concerning admissions applications and procedures.
5. Prepare applications for processing and loading into the Student Information System.
6. Process incoming transcripts, test scores and related forms required for admissions.
7. Advise applicants concerning their application status, determine classifications of students.
8. Work with the Financial Aid Office to add colleges to student records per NSLD; Search student records for transcripts that need evaluating.
9. Prepare and assist in the maintenance of admissions folders for prospective and currently enrolled students.
10. Perform administrative duties for the Admissions Supervisor.
11. Request necessary documents be forwarded to the College and process these documents (measles verification forms, transcripts, etc.)
12. Interact with faculty and staff regarding student records.
13. Process and open incoming mail and direct to appropriate area.
14. Correspond with International Student Advisor concerning residency status of international students and request appropriate documents forwarded to Admissions Office.
15. Perform other related job duties as assigned.

Salary: \$31,077.00- \$45,935.00 based on ACCS Board of Trustees E3/05 and experience.

Application Deadline: 4:30 p.m., April 30, 2021

Application Procedure: A complete application packet consists of:

1. A completed Jefferson State Community College application specific to this position
2. Current resume
3. Proof of education (copy of diploma or transcripts)
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Minimum Qualifications" section. Verification should be on letterhead and include dates of employment and position title(s). Upon request from the applicant, work experience verification from **current employer only** may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the "Minimum Qualifications" section, verification from previous employer(s) is required. (For clarification, please contact Human Resources) **Remember that the work experience verification completion is your responsibility.** Please visit <http://jeffersonstate.edu/about-jscs/human-resources/work-experience-verification/> (For clarification, please contact Human Resources).

"EMAILED APPLICATION MATERIALS WILL NOT BE ACCEPTED"

Materials may be submitted to:

Jefferson State Community College
Human Resources
2601 Carson Road
Birmingham, AL 35215-3098

Phone: (205) 856-7764 or 856-7899 / Fax: (205) 856-7720

This Employer Participates in E-Verify

It is the official policy of the Alabama Community College System Office and Jefferson State Community College, including ACCS entities under the control of the Alabama Community College Systems Board of Trustees, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding. ***Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check.***

EQUAL OPPORTUNITY EMPLOYER