



Position Title:	Data Entry Clerk (Admissions)	Job Code:	4169
Reports To:	Assistant Supervisor	Job Group:	SNE
Department:	Admissions & Registration	Salary Grade:	6
Prepared By/Date:	Carol Flynn/05-2006	FLSA Status:	Non-Exempt
Approved By/Date:	Armando Ferrer/04-2006		
Revised:	Jennifer C. Brito/04-27-2009		

Summary:

Performs highly specialized clerical work in the on-line admission and registration process.

Essential Duties and Responsibilities:

- Inputs student admission data or student course registration requirements into the central computer.
- Assists students and public by basic interpretation and explanation of complex college policy, procedures, state rules, and statutes.
- Responds, refers, and/or assists on initial student inquiries about registration, scheduling, holds and edits, transient student processes, dual enrollment processes, web registration, kiosk registration, student schedules, residency-for-tuition purposes, and program changes.
- Assists students in MyMDC Account processes.
- Uses independent judgment to determine authenticity of documents provided. Examples include immigration documents, foreign and domestic high school records, and documents to support residency-for-tuition-purposes.
- Provides general and specific information to customer either on telephone, on web, or in person.
- First contact with students and customers who are experiencing problems or need to express complaints; works towards problem solving and customer satisfaction/understanding in a professional, friendly manner.
- Troubleshoots and assists students with problems or questions about web registration, MyMDC Account management, Internet resources for student information, and printing of their schedules.
- Refers customers to supervisors, departments, and program area as needed.
- Processes incoming admissions applications received either in person, by mail, or electronically.
- Registers credit, PSAV, and non-credit student.
- Troubleshoots and resolves admissions and registration issues for customers and other areas of the college.
- Assists students, and parents of dependent students, with Florida residency information based on statute, determine initial residency determination and fields questions and clarification on these matters.
- Processes student records through different media such as filing, data imaging, and microfilm access.
- Responsible for accurate processing of related admissions & registration records related requests.
- Updates student information.
- Assists with basic graduation processing functions.
- Consults with students regarding proper documentation for classifications, residency for tuition purposes, dual enrollment and transient forms processing.

- Refers students for testing, advisement, bursar, and financial aid assistance.
- Inputs updates to student data as student's changes.
- Interprets student information data and/or course request.
- Assists students with data requests and/or course request.
- Assists students in registration for desired courses in accordance with course schedules requested by the student.
- Verifies correctness of information and proofs data for accuracy.
- Refers admission and registration problems to proper staff for assistance.
- Inputs to central computer by typing necessary information requests on terminal keyboard located in the employee's work area.
- Operates computer terminal office equipment to input data on-line requiring accuracy in the updating and creation of files.
- Performs related duties as required.

Knowledge, Skills and Abilities:

- Knowledge of admission, registration, and scheduling and correct method of inputting data into the computer system.
- Knowledge of the principles of office practices and procedures.
- Knowledge of institution's web services to include online applications, registration, MyMDC account, and general MDC web information resources.
- Excellent computer data entry keyboarding skills.
- Knowledge of College policy, procedure, State rules and statutes.
- Excellent communication and customer service skills.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedures manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with customers or employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High School diploma or equivalent.
- One (1) experience in skilled typewriting, keyboarding and general clerical work, preferably in a large office environment.
- Required to work overtime during peak registration period which will include evenings and/or weekends

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name