



Position Title: Office Specialist
Reports To: Director
Department: School of Education
Prepared By/Date: Jennifer C. Brito/05-12-09
Approved By/Date: Susan Niemand/05-12-09
Revised:

Job Code: 4181B
Job Group: SNE
Salary Grade: 12
FLSA Status: Non-Exempt

Summary:

The Office Specialist provides College personnel, current students and prospective students with accurate information and guidance relating to all aspects of the student information system based on College policies and procedures.

Essential Duties and Responsibilities:

- Serves as the coordinator of the School of Education enrollment management function
- Prepares enrollment reports, analysis, admissions statistics and course distribution on all campuses
- Represents the School Director at College-wide committees as needed
- Works with SOE faculty in coordination of course offerings, room availability and facility requirements
- Serves as the room scheduler for the SOE; prepares room utilization reports
- Responsible for the management of the electronic School of Education student tracking system
- Monitors the student applications process for the Baccalaureate Programs
- Compiles data and prepares operational and statistical reports for presentations and administrative review
- Oversees student registration, course offerings and the production of class rolls and grade rolls
- Provides support to new faculty/ adjuncts and other personnel in obtaining access to the online Student Information System
- Supervises part-time personnel and student assistant
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Must possess good organizational and problem solving skills
- Must display initiative and ability to work with minimal supervision
- Thorough understanding of the College's online (Odyssey) student information system preferred
- Complete knowledge of the College policies and procedures pertaining to student services preferred

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 quiet.

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 stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

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.

- Associate's degree in a related field, and four (4) years of experience in related field or equivalent combination of training and experience

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name