

# Southeastern Illinois College

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## Admissions Coordinator

(Full-time Administrative Exempt Position)

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DIVISION: Student Services  
LOCATION: Campus  
REPORTS: Registrar  
BOARD APPROVED: April 21, 2022

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**POSITION SUMMARY:** This is a full-time administrative exempt position who reports directly to the Registrar. The position is primarily responsible for coordinating admissions functions in the Enrollment Services Department.

### ESSENTIAL RESPONSIBILITIES:

1. Maintains orderly filing system for admissions;
2. Responds to all admissions inquires (email, phone, fax, website, in-person) in a timely and friendly manner;
3. Processes all admissions applications in a timely manner;
4. Responds to applicants promptly with the status of their admissions process;
5. Oversees and ensures student records are complete for enrollment/registration;
6. Processes all in-coming transcripts from high schools, colleges, etc.;
7. Assists Enrollment Services team with answering common phone line, taking messages, answering questions and routing calls as appropriate;
8. Enters test scores in computer as needed;
9. Notifies the Registrar of any problems related to student admissions;
10. Supervises Enrollment Services student workers;
11. Maintains a clear understanding of College policies pertaining to confidential and legal issues relating to student records and other information;
12. Assists in the maintenance of all student permanent records;
13. Assists with records requests as needed
14. Assists with in-person registration and helps process drops/adds;
15. Assists with special population registration as needed;
16. Assists with processing WA drops as needed;
17. Communicates with advisement regarding registration logs and placement measures;
18. Creates and maintains standard operational procedures and training manuals;
19. Coordinates with Registrar with on-going computerization of the Admissions Office while working closely with the Department of Information Technology in developing technologies, processes, and recommend/establish objectives for program improvements;
20. Serves on assigned committees;
21. Works evening hours during peak registration periods and/or special events (including graduation), as assigned by Director of Enrollment Services; and
22. Performs other duties as assigned by the Registrar.

**EDUCATION REQUIREMENTS:**

Associates degree required. Two years of work experience in an office setting is also preferred. Effective organizational and communication skills are required.

**QUALIFICATIONS:**

Have sensitivity to understand the diverse of academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMMUNICATIONS SKILLS:**

Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff. Promote excellence and continuous quality improvements while effectively communicating with the college faculty, staff, students, and members of the community. Maintain the highest level of customer service. Excellent organizational, written and verbal communications, analytical, interpersonal skills, attention to details, and deadlines with excellent follow-up skills are needed to be successful in this position.

**CERTIFICATES, LICENSES:**

Valid driver's license.

**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 position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is required to regularly to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or control; reach with hands and arms; climb or balance, stoop, kneel, or crouch.

The employee must occasionally lift and/or remove up to 25 pounds. Specific vision abilities required by this position include distance vision, peripheral vision, and depth perception.

**WORK ENVIRONMENT:**

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