



GADSDEN STATE COMMUNITY COLLEGE

Position Announcement

Posting Date: November 15, 2021

Closing Date: November 29, 2021

POSITION: ADMISSIONS & RECORDS SPECIALIST I

QUALIFICATIONS:

- ◆ Two (2) years of postsecondary education with a minimum of 15 semester hours in business or office-related coursework **required**. Associate's degree *preferred*.
- ◆ Two (2) years of experience in a postsecondary student services office **required**.
- ◆ Experience with Banner (or similar ERP system) *preferred*.
- ◆ Friendly personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills; strong work ethic.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Effective oral and written communication skills; effective telephone techniques.
- ◆ Ability to learn assigned clerical tasks readily and to adhere to prescribed institutional routines.
- ◆ Ability to make mathematical computations and tabulations accurately.
- ◆ Ability to understand and carry out moderately complex oral and written instructions.
- ◆ Ability to establish and maintain effective working relationships with students, other employees, and the public.
- ◆ Ability to maintain confidentiality of office information and FERPA compliance.
- ◆ Ability to keyboard at *40 correct (net) words a minute for 3 minutes*.
- ◆ Knowledge of advanced word processing, including merge functions, database, and spreadsheet software (*Computer Level II Exam*).
- ◆ Working knowledge of office procedures; general office procedures, GSCC procedures, composition, machine transcription, and records management (*Office Procedures Level II Exam*).

DUTIES:

- ◆ Enters and maintains admissions and records data in Ellucian's Banner software system.
- ◆ Communicates with financial aid, instructors, division chairs, IT, and Deans regarding student admissions, registration, attendance, reinstatement, and academic records.
- ◆ Performs major changes, registers students, and withdraws students.
- ◆ Evaluates high school transcripts and processes admissions applications.
- ◆ Processes grade changes, roster changes, academic standing updates, and manages Academic Bankruptcy and Course Forgiveness requests.
- ◆ Submits National Student Clearinghouse enrollment transmissions and error corrections.
- ◆ Approves and distributes enrollment verifications.
- ◆ Collects dual enrollment grades from instructors and distributes to high schools.
- ◆ Assists financial aid with the unofficial withdrawal process.
- ◆ Assists with creating new courses, new programs, and prerequisite settings in Banner.
- ◆ Assists with mass emails and email merges.
- ◆ Assists with duplicate resolution and incorrect SSNs.
- ◆ Sorts, checks for accuracy and completeness, posts and scans documents related to student record management.
- ◆ Maintains transcript associated files and routine correspondence.
- ◆ Assists with the beginning-of-term and end-of-term processing procedures.
- ◆ Serves as backup for college transcript evaluator.

- ◆ Assists in coverage as needed for the front counter.
- ◆ Assists with graduation ceremonies at the end of each semester.
- ◆ Complies with all policies of the Alabama Community College System and the College.
- ◆ Performs other related duties that may be assigned.

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

PROJECTED STARTING DATE:

January 2022

SALARY:

Salary Schedule E-3, Grade 04 - \$36,745 – \$51,900 based on applicable experience.

APPLICATION DEADLINE:

November 29, 2021 - 4:00 P.M.

APPLICATION PROCEDURE:

ONLY COMPLETE APPLICATION PACKAGES WILL BE GIVEN CONSIDERATION FOR EMPLOYMENT. Complete package consists of (a) Gadsden State Community College application, (b) letter of interest, (c) current resume; and (d) copies of transcripts of postsecondary education.

Application materials must provide documentation that the applicant meets all minimum qualifications.

Send to:

**DIRECTOR OF HUMAN RESOURCES
GADSDEN STATE COMMUNITY COLLEGE
P. O. Box 227
GADSDEN, AL 35902-0227
(256) 549-8236
jobs@gadsdenstate.edu**

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.
Application materials are considered privileged and confidential and will be used for employment purposes only.

Gadsden State Community College is an equal opportunity employer.
It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by Federal or State law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.
Gadsden State will make reasonable accommodations for qualified disabled applicants or employees.
More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.
The College reserves the right to withdraw this job announcement at any time prior to the awarding.
Any offer of employment is contingent upon a satisfactory criminal background investigation.
This employer participates in E-Verify.