

Position Description

Position Title: Admissions Records Analyst

Classification: Unclassified

Function of Work: Assisting the Director with the management and supervision of the Office of Admissions functions.

Supervision Received: Director of Admissions

Supervision Exercised: Three (3) Student Employees

Qualifications: Experience in Higher Education, particularly records maintenance and processing. Knowledge of Higher Education databases and computer systems desired.

Responsibilities

- Assist the Director with the management and supervision of the Office of Admissions
- Supervise the front desk/reception area of the Office of Admissions
- Rotate front desk back up schedule preparation
- Update admission forms to be distributed to general public (applications for admission, immunization forms, steps to admission, etc.) and staff of the Office of Admissions
- Coordinate Admissions Exception Appeals
- Interpret and enforce of university policies and procedures
- Correspond and call prospective students, parents, high schools, etc.
- Resolve admission discrepancies and working closely with other departments
- Coordinate data entry of cash receipts and preparing daily deposit to the Cashier's Office
- Supervise and monitor the distribution of emails from the applications@nsula.edu email
- Supervise the receipt of incoming paperwork and the distribution process to staff
- Supervise and monitor the Office of Admissions main phone line to maintain a high service level to callers
- Oversee ACT test score loads, suspense validations and running batch process to load into Banner
- Oversee daily application load into Banner and resolving suspense file issues
- Serve as the Designated School Official for international (F1 VISA) students in SEVIS
- Assist Director with advisement of international (F1 VISA) students and the Federal Regulations
- Assist the Director with monitoring the enrollment and status of international (F1 VISA) students
- Coordinate the College Net application process for international students
- Oversee Student Employee timesheets
- Supervise the training and continuing development of off-campus employees
- Coordinate the 14 Day Count clean-up process for Admissions, and working closely with Institutional Research to resolve discrepancies
- Validate and change majors for applicants, including but not limited to Scholars' College acceptances

- Track available information for decision making regarding NSU admissions
- Participate in continuous training programs (Banner, etc.)
- Assist with Freshman Connection, Senior Day, Move-In Day, and other functions as requested
- Updates Office of Admissions Policy & Procedure Manual
- Other duties as assigned by the Director