Florida Agricultural and Mechanical University
ADMINISTRATIVE & PROFESSIONAL
POSITION DESCRIPTION

1. Division:
   Student Affairs

2. Transaction Type:
   [ X ] Establishment  [ ] Update
   [ ] Reclassification  [ ] Transfer

3. Position Number:
   19360

4. School/College
   Admissions and Recruitment

5. Department Number:

6. Budget Entity:

7. Effective Date: 01/20/2006
   (Personnel Use Only)

8. Department:
   Vice President Student Affairs

9. FTE: 1.00

10. Pay Plan: 23

11. On-Call:

12. Lead Worker:

13. Subsection:

14. Class Code:

15. City
   Tallahassee

16. County
   Leon

17. Class Code:
   4274

18. Describe in detail the specific duties and responsibilities assigned to this position. Identify *Essential/Marginal* functions. Essential Functions are those tasks or functions that are fundamental to the position. Marginal Functions are those tasks or functions that are performed by the incumbent, but are not necessary to the position. Attach additional sheets, if necessary, to properly describe the position. Duties and responsibilities should equal 100% of time.

Describe functions in terms of outcomes/results rather than method used or how a job is normally accomplished.

This position serves as Coordinator and reports to the Assistant Director for Admissions and Processing.

% of Time

18A. **Essential Functions of the Job***

65% The incumbent serves as Coordinator in the Office of Admissions reporting to the Assistant Director for Admission and Processing. Responsible for evaluating transfer transcripts of new admits for acceptance of credit to include data entry of coursework and follow-up. Communicate in writing with applicants prior to enrollment and academic schools and colleges regarding the acceptance or non-acceptance of transfer credits. Responsible for maintaining files of evaluated applicants and generate reports.

10% Assist with processing undergraduate new students. Advise applicants and parents regarding admission requirements, policies and procedures, transfer/articulation, and related issues. Attend meetings, workshops, and conduct presentations as it relates to admission related functions. Submit copies of applications and credentials to academic areas, and other departments for evaluation and recommendation for admission.

10% Serve as a liaison and outreach coordinator with the 28 Community Colleges. Coordinates programs and services for students designed to enhance success of prospective students. Assists in conducting workshops, campus visitations, events, open houses, and recruitment initiatives targeted toward student recruitment. Maintains liaisons with targeted, counselors, staff/faculty regarding information dissemination and referrals on recruitment, admissions, and actual enrollment.

18b. **Marginal Functions of the Job**

5% All functions are essential to the daily operations of the office. Serve on committees that pertain to Admissions, or other committees as directed by the Assistant Director, Director, and/or AVP Enrollment Management.

5% **Level of Public Contact** (statement of internal and external business contact, including frequency and scope) – Direct contact with transfer prospects and applicants, high school counselors, academic colleges and schools representatives, and other administrators; conduct presentations.

5% **Policy-Making and/or Interpretation** – Interprets State rules and regulations and University policies and procedures and make recommendations regarding improvements and changes that will enhance the overall efficiency and effectiveness of the department.

Type and extent of instructions or directions normally given to the incumbent of this position by the immediate supervisor.

Daily and weekly verbal and written communications and monthly meetings; policy and procedures manual and Recruitment, Admissions, and Campus Community Business Processes. As part of collaborative team efforts charged with the responsibility for efficient and effective interpretation of State rules and regulations, University policies and procedures as it relates to Admission. Meets regularly with the Director, Admissions and Processing staff to communicate needs, and to obtain assistance in accomplishing the assigned responsibilities.
19. **SUBORDINATES:** List class codes, official class titles, and position numbers of each position that reports directly to this position.

- Student Assistants

19A. **SUPERVISOR’S POSITION:** Number: **17148** Class Code: **9385** Class Title: **Assistant Director, Admissions and Recruitment**

20. **MONETARY RESPONSIBILITY:** Comply with all fiscal expenditures and guidelines in accordance with university and state policies and procedures regarding application and other monies.

21. **STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA** (The disclosure of which would be prejudicial to the successful operation of the University) - Will have access to confidential data subject to institutional, state, and federal statute, rule, and policy and will exercise appropriate caution. In addition, will provide guidance and leadership to the assigned unit to encourage a similar cautious attitude. Must be in compliance with Federal Educational Rights & Privacy Act (FERPA) laws.

22. **KNOWLEDGE/SKILLS/ABILITIES:**

   Knowledge of State of Florida SUS rules and regulations and University admissions policies, standards, and procedures; ability to work independently and effectively with staff; knowledge of the broad spectrum of available university academic units, curricula, and programs; strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community; demonstrates the importance of customer service by understanding and giving the needs of the clients top priority; ability to plan, organize, and coordinate multiple tasks; develop and present at workshops and high schools; knowledge of interpreting, coding, and editing computer data; thinks about issues from the applicants perspective and understanding their needs; anticipates issues the customers will face in the future; continuously look for ways to improve and meet or exceed customer expectations through a team effort. Level of computer skills to effectively conduct electronically based business, communication, record keeping and utilization of resources.

23. **REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:**

   Please review statements below check all that apply.

   - This position requires a background check and/or fingerprinting. Florida Statutes.
   - This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
   - This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
   - This position requires licensure, certification or other special requirements described below.

23A. **Education/Training/Experience - In order of importance, state any specific education, training and experience and knowledge, skills and abilities required for this position. Note that these requirements must be related to the essential functions and at least equal to the minimum qualifications stated on the official class specification.**

   **Specialized Minimum Qualifications:** A bachelor’s degree in an appropriate area of specialization and three years of appropriate experience; or a high school diploma and seven years of appropriate experience.

   **Preferred Qualifications:**
   A bachelor’s degree or seven years of admissions related experience. Experience using PeopleSoft 8.0 Recruitment and Admissions, and Campus Community Module.

24. **SIGNATURES:**

   Incumbent ______________________ Signature ______________________ Date ______________________

   Reviewing Officer & Title ______________________ Signature ______________________ Date ______________________