Florida Agricultural and Mechanical University

ADMINISTRATIVE & PROFESSIONAL

POSITION DESCRIPTION

1. Division: Student Affairs
2. Transaction Type: [ ] Establishment [X] Reclassification [ ] Transfer
3. Position Number: 19159
4. School/College/Department: Admissions and Recruitment
5. Department Number: 6. Effective Date: (Personnel Use Only)
7. Section: 
8. FTE: 1
9. Budget Entity: 
10. Pay Plan: 
11. Subsection: PRES
12. Class Code: 9004
13. City: Tallahassee
14. County: Leon
15. Class Code: 9427
16. Class Title: Coordinator, Student Affairs

16. STATEMENT OF FUNCTION. Describe in detail the specific duties and responsibilities assigned this position. Attach additional sheets, if necessary, to properly describe the position.

Essential Functions of the Job* - The incumbent serves as Coordinator in the Office of Admissions reporting to the Director of Admissions. Responsible for coordinating and processing undergraduate new and returning student applications to include evaluations, follow-up and data entry; assist with maintaining applicant files to include applications, transcripts, test scores, and other documents. Advise applicants and parents regarding admission and other requirements, policies and procedures, transfer/articulation and options. Attend meetings, workshops, and conduct presentations as it relates to admission related functions. Coordinates with the University Admissions Committee regarding Profile Assessor and other applicants. Assists with editing the Admissions File error report to correct errors prior to file submission. Run the Relations with Institutions weekly process to update applicant relationships. Submits copies of applications and credentials to academic areas, and other departments for evaluation and recommendation for admission. Assist with cross training of staff in various processes.

Program Direction and Development – In collaboration with other staff and the Director, communicates and attribute support and enhance the abilities of university departments to appropriately meet admissions needs.

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

Marginal Functions of the Job** - All functions are essential to the daily operations of the office. The Coordinator will serve on committees that pertain to Admission, or other committees as directed by the Director and/or Associate Vice President for Enrollment Management.

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, Processing and Admissions staff to communicate needs, and to obtain assistance in accomplishing the assigned responsibilities.
17. **POLICY MAKING INTERPRATION:** Interpret 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 admissions department.

18. **SUPERVISOR'S POSITION:** Number: 19196 Class Code: 9385 Class Title Director of Admissions

19. **SUBORDINATE UNITS:** (State organizational units under your direct supervision. Include class titles and position numbers of positions directly supervised.
Program Assistants and OPS

20. **MONETARY RESPONSIBILITY:** Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.
Monitor and comply with all fiscal expenditures and guidelines in accordance with university and state policies and procedures regarding application fees and other monies.

21. **STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA** (The disclosure of which would be prejudicial to the successful operation of the University.)
Incumbent will have access to confidential data subject to institutional, state, and federal statute, rule, and policy and will exercise appropriate caution. Provide guidance and leadership to the assigned unit to encourage a similar cautious attitude. 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 applicants 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.

**EDUCATION/TRAINING/EXPERIENCE –**

**Specialized Minimum Qualifications:** Master’s degree in an appropriate area of specialization; or a bachelor’s degree in an appropriate area of specialization and two years of appropriate experience. Experience with PeopleSoft 8.0 Student Administration Module, Recruitment and Admissions, and Campus Community Module.

**Preferred Qualifications:**
Bachelor’s degree from an accredited institution in Higher Education and five years of admissions related experience. Experience using PeopleSoft 8.0 Student Administration Module, Recruitment and Admissions, and Campus Community Module.
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.

ATTACH ADDITIONAL SHEETS, IF NECESSARY, TO PROPERLY DESCRIBE THE POSITION

24. SIGNATURES:

Incumbent ____________________________  Signature ____________________________  Date __________

Reviewing Officer & Title ____________________________  Signature ____________________________  Date __________