Florida Agricultural and Mechanical University
UNIVERSITY SUPPORT PERSONNEL SYSTEM
POSITION DESCRIPTION

1. Division: Student Affairs
2. Transaction Type:     [ x ] Update
                          [ ] Establishment
                          [ ] Reclassification
                          [ ] Transfer
3. Position Number:

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: PRES
14. Class Code: 0710
15. City: Tallahassee
16. County: Leon
17. Class Code:
18. Class Title: Administrative Assistant

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 the Office Manager to the Director for Admissions.

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

70% The Office Manager reports to the Director of Admissions and responsible for the overall administration and management of the Office of Undergraduate Admissions. The incumbent is responsible for managing the administrative processes within the Admissions Office. Answers the phone and forward call as deemed appropriate; assist in submitting application and other fees to respective areas; responsible for maintaining time sheets; processing payroll and documentation related to employment; processing requisitions for office supplies and monitor and maintain inventory of supplies, equipment, and furniture; schedule meetings; process travel; arrange conferences; manage the recruiting schedule and assist with other recruiting activities. Assist and participate in special events as needed during special recruitment events, spring preview, and registration. Compose responses to correspondence from applicants and students. Attend meetings pertaining to employees.

10% Provides EIT support and serves as the functional lead, specifically Develops communication And maintains data for the Recruitment Module in PeopleSoft. Provides support for the Admissions Module of PeopleSoft.

10% Provides support for processing undergraduate applications for admission.

18b. Marginal Functions of the Job**

5% Organizes and maintains all administrative and admissions/recruitment files for the Office of Admissions.

5% Level of Public Contact (statement of internal and external business contact, including frequency and scope) – Direct contact with all office visitors to include prospects and applicants, high school counselors, academic colleges and schools representatives, and other University staff.
19. **SUBORDINATES:** List class codes, official class titles, and position numbers of each position that reports directly to this position.

OPS and student work-study personnel.

19A. **SUPERVISOR’S POSITION:** Number: **19196** Class Code: **9358** Class Title: **Director, Admissions**

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; ability to evaluate student transcripts and other documents; 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; knowledge 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. Competence in using Microsoft Word and Excel or Access; experience working with the PeopleSoft database; level of computer skills to effectively conduct electronically based business, communication, record keeping and utilization of resources; and minimal keyboarding skills.

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 high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Preferred Qualifications:**
A high school diploma and four years of related experience. Experience using PeopleSoft 8.0 Recruitment and Admissions, and Campus Community Module.

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

24. **SIGNATURES:**

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<thead>
<tr>
<th>Title</th>
<th>Signature</th>
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<tbody>
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<td>Incumbent</td>
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<tr>
<td>Reviewing Officer &amp; Title</td>
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(All necessary signatures and dates)