1. **Division:** Student Affairs

2. **School/College/Department:** Admissions

3. **Position Number:** 22844

4. **Subsection/Section:**

5. **Room/Building:** FHAC, G-9

6. **Department Number:** 04070300

7. **Transaction Type:** Establishment

8. **FTE:** 1.00

9. **Pay Plan:** USPS 23

10. **On-Call:**

11. **Call back:**

12. **Lead Worker:**

13. **City:** Tallahassee

14. **Current Class Code:**

15. **County:** Leon

16. **New Class Code:** 4274

17. **New Class Title:** Admissions/Registrar Officer

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 and affects position classification. Marginal Functions are not essential to the position and if removed will not affect the position classification. Attach additional sheets, if necessary, to properly describe the position. Duties and responsibilities should equal 100%.

**% of Time**

**Essential**

- 30% Assist with processing undergraduate new applications to include checking the application for missing data; checking for accurate residency information; entering applications manually in the database; requesting missing items needed to evaluate the application; matching the application with transcripts from paper files and electronic file loads; matching applications with SAT or ACT test scores; matching applications with letters of recommendation and essays.

- 15% Assist with the evaluation of applications and credentials by reviewing transcripts and selecting college prep courses and test scores.

- 15% Assist with generating and mailing follow-up notices for missing documents needed to evaluate an application.

- 10% Prepare and mail acceptance packets and letters of denial to admitted and denied applicants.

- 10% Assist with generating correspondence and submitting copies of applications and credentials to academic schools and colleges; the University Admissions Committee; Disciplinary Review Board; and applicants requesting consideration for admission with specific learning disabilities to the Center for Disability Access and Resources for evaluation.

- 10% Assist with maintaining applicant files to include applications, transcripts, test scores, and other documents.

- 5% Assist with answering the phone and greeting office visitors.

**Marginal**

- 5% Perform other duties as assigned.
Position Number: _____

19. SUBORDINATES: List class codes, official class titles, and position numbers of each position that reports directly to this position.

20. SUPERVISOR’S POSITION: Number: 19360 Class Code: 9427 Class Title: Coordinator, Student Affairs

21. WORKING HOURS:
   a) Daily from 8:00 AM to 5:00 PM   b) Total hours per week 40
   c) Explain any variations in work week, split shifts, on-call status, or rotations.

   Employee may be required to work fall and spring previews and during registration each semester.

22. MONETARY RESPONSIBILITY: Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.

   None

23. STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA (The disclosure of which would be prejudicial to the successful operation of the University.)

24. 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 of coding and editing computer data; thinks about issues from the applicants perspective and understanding their needs; anticipate 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 integrated Oracle admissions and campus community database; level of computer skills to effectively conduct electronically based business, communication, record keeping and utilization or resources; and minimal keyboarding skills.

25. 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.
   ☐ 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.

26. SIGNATURES:  Incumbent: _______________________________ Date: __________________

                       Supervisor: _______________________________ Date: __________________

                       Reviewing Officer: _______________________________ Date: __________________