

POSITION ANNOUNCEMENT

Enrollment Services Assistant

Northeast Mississippi Community College is now accepting applications for a full-time Enrollment Services Assistant (Records/Admissions). This position is responsible for assisting in all areas of the Enrollment Services Office and will assist the Veterans Education Benefit Certifying Official.

QUALIFICATIONS:

Required -

- AA Degree or higher
- Ability to learn BANNER administrative software
- Committed to accuracy in reporting
- Flexible/Adaptable
- Adapts to changing processes as technology emerges
- Multi-tasks and deals with multiple tasks with ease
- Detail Oriented
- Team Player
- Ability to diffuse problematic situations
- Demonstrated customer service skills
- Professional
- Written and oral communication skills

APPLICATION DEADLINE:

June 17, 2019

APPLICATION MATERIALS:

To apply, please submit a cover letter, official college application form, resume, and official transcript(s) of all college work.

(Applications currently on file can be activated for this position by submission of a cover letter.)

APPLICATION MATERIALS SHOULD BE DIRECTED TO:

Human Resources
Northeast Mississippi Community College
101 Cunningham Boulevard
Booneville, MS 38829

Northeast Mississippi Community College, Booneville, Mississippi 38829, adheres to the principle of equal educational and employment opportunities without regard to age, race, sex, color, creed, or national origin. This adopted policy includes the qualified handicapped and extends to all programs and activities supported by the college. For more information, contact the Dean of Students, 101 Cunningham Boulevard, Ramsey Hall, Booneville, Mississippi 38829; 662-720-7273.

Position: Enrollment Services Assistant (Records/Admissions)

Reports to: Director of Enrollment Services/Registrar

Role: This position is responsible for assisting in all areas of the Enrollment Services Office (Admissions and Records) and will assist the Veterans Education Benefit Certifying Official.

Qualifications:

• **Required:**

- AA Degree or higher
- Ability to learn BANNER administrative software
- Committed to accuracy in reporting
- Flexible/Adaptable
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Responsibilities:

- Maintains position at front window of Enrollment Services office.
- Processing of all types of paperwork associated with student records/admissions.
- Prepares student files for admission to the college.
- Understands the role of the Admissions/Records office in relation to other offices on campus.
- Assists with Dual Enrollment.
- Assists the Veterans Education Benefit Certifying Official - Certify enrollment verifications, maintain compliance standards and files, etc.
- Assists with graduation.
- Contacts students to gather missing information in files.
- Extensive computer/data entry/scripts skills.
- Answers the telephone.
- Operates Copy/Fax/Digital Imaging machines/scanners.
- Position will be cross trained with other positions in Enrollment Services.
- Maintains files in accordance with AACRAO standards.
- Processes incoming mail.
- Diffuses problematic situations.
- Processing Student transcripts/Enrollment Verification forms/etc.
- Collects money from transcripts/Cash/Credit Cards
- Other duties as assigned

Note: Job description, role, and activities may change at any time without prior notice.