

MANCHESTER COMMUNITY COLLEGE

INCUMBENT:

CLASIFICACION: Secretary II

FUNCTION CODE: 8091-058

IN-HOUSE TITLE: Admissions Secretary

DATE ESTABLISHED: 9/7/99

POSITION #: 9TEMP

DATE OF LAST AMENDMENT: 9/29/09

SCOPE OF WORK: Performs technical and clerical support for the Office of Admissions, as well as, for the Associate Vice President of Enrollment Management. This position shall report to the Admissions Assistant at MCC.

ACCOUNTABILITIES:

- Performs general office support functions in the Office of Admissions. Communicates courteously and effectively with the public via phone, e-mail and in person in regards to the college's programs and enrollment at the college.
- As a first point of contact in the Office of Admissions, welcomes and provides information to prospective students and other interested parties.
- Performs data entry of recruit and applicant information using BANNER adhering to all guidelines for accuracy and confidentiality.
- Prepares correspondence and maintains student records as required.
- Maintains and processes recruitment documents and mails recruitment materials and catalogs.
- Schedules appointments for prospective students with counselors.
- Coordinates the activities of one or more work-study students assigned to the Office of Admissions.
- Assists with on and off-campus events such as Open Houses, Information Sessions New Student Orientation.
- Flexibility with work hours during peak enrollment times and special on-campus events.
- Responds to technology and integrates into work assignments.
- Attends workshops, seminars, and conferences for professional development.
- Complies with all system, college, state and federal rules and regulations including, but not limited to, health and safety policies, the State of NH Policy on Sexual Harassment, administrative rules, civil rights laws, etc.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: Completion of high school, G.E.D., or its equivalent, including courses in office procedures, word processing or typing. Each additional year of approved formal education may be substituted for one year of required work experience.

