

**HOWARD UNIVERSITY
Position Description**

POSITION TITLE:	Admissions Assistant	SALARY GRADE:	HU-07
DATE REVISED:	December 1, 2014	EEO CODE:	05
JOB CODE:	4002	FLSA STATUS:	Non Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: The purpose of this position is to process and evaluate applications and respond to inquiries about application status. Incumbent will also provide positive, efficient and effective communications with prospective, currently enrolled and former students. Employee will use the SCT Banner student computer system to enter and retrieve information that supports enrollment management activities.

SUPERVISORY ACCOUNTABILITY: Has responsibility or authority which is limited to the direction of student or temporary workers.

NATURE AND SCOPE: Internal contacts may include senior administrators, faculty, students, and staff. External contacts may include prospective students, their families, counselors, teachers and other advocates, and the general public.

PRINCIPAL ACCOUNTABILITIES:

Works closely with recruiters to expedite the processing of admission applications from special recruits.

Responds to applicant inquiries regarding admissions policies, procedures, requirements and status.

Provides timely notification to applicants and/or their designated contact persons when additional information is needed to complete files.

Enters applicant information and all data required to review the student's application for eligibility for admission to the University into Banner computer system.

Examines applicant documents for accuracy and completeness.

Determines applicant eligibility for admission or refers application to Enrollment Management/Admissions Committee for decision when file is complete.

Enters appropriate decision code(s) into Banner system.

Completes necessary tasks associated with an applicant's file from time of receipt of the application until the admission deadlines have passed.

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Transmits copies of appropriate documents to school/college advising unit.

Participates in division cross-training as assigned.

Performs other duties as assigned.

CORE COMPETENCIES: Knowledge of policies and procedures related to the recruitment and admission of students into a university.

Knowledge of and familiarity with basic computer software, standard keyboard and data entry techniques.

Excellent organizational and communication skills with competence in both oral and written English.

Ability to perform data entry with high level of speed and accuracy.

Ability to operate standard office equipment, especially computers.

Ability to follow a system of rules and procedures and to pay attention to details.

Ability to establish and maintain effective and harmonious work relationships with students, faculty, staff, alumni and the general public.

Ability to be a cooperative, supportive and productive team member.

MINIMUM REQUIREMENTS: High School diploma or GED and 0-2 years of general work experience. AA/AS may be substituted for 4 years of required work experience. BA/BS may be substituted for up to 4 years work experience.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation & Performance Management