

RegistrarAdmissions	9/1/2022
Yes	B23
AssistantDirector of Admission& Records	

Job Summary

Under the supervision of thesistant Director of Admissions Records the Lead Enrollment Services Specialist provides assistance and serves as lead to a team of Enrollment Services customer service to the campus community. Immediately reports procedural, policy, and systems issues to the Assistant Director of Admissorescords

- x Performs work of a coplex nature including course scheduling, gradatent instance registration functions
- x Uses independent judgment in the application of rules, regulations, policies and procedures
- x Implements office objectives, establishes priorities, schedulesnasægiews and monitors work:
- x Implements quality control and recommends changes in organization of the work to improve work flow:
- x Researches and resolves and/or delegates problems related to student records;
- x Ensures problems are solved in accordance iwistructions, policies, previous training, and accepted practices;
- x Performs problem solving and auditing for Enrollment Services team members;
- x Recommends personnel actions to Also istant Director of Admission Records;
- x Maintains confidentiality b information exposed to in the course of business regarding students, supervisors or other employees;
- x Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur:
- x Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable temattendance is a job requirement;
- x Other duties as assigned