

## JOB DESCRIPTION

JOB TITLE: Admissions Coordinator	FLSA: Exempt
Department Registrar/Admissions	Date: 3/19/2019
Security Sensitive: Yes	Grade: C-41
Reports To: Registrar /Director of Admissions	

### Job Summary

The Admissions Coordinator reports to the Director of Admissions/Registrar has specific responsibility for recruiting student admissions (including foreign student admissions), coordination of application processing, customer services, recruiting, admissions support services to other programs and areas, and dissemination of information about the College.

### Essential Functions

- x Identifies and recruits students to Galveston College;
- x Represents the College and disseminates appropriate information about the College to prospective students and other interested parties;
- x Works with the Director of Admission/Registrar and the

- x Assist in academic advisement and other areas of student services, as needed and appropriate;
- x Maintains ongoing contact and good public relations with students and staff;
- x Works with the Director of Admission/Registrar to accomplish the tasks and goals of the Admissions and Records Office;
- x Works on institutional standing and/or ad hoc committees, as assigned;
- x Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- x

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computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.

Special Requirements

- x Ability to meet a flexible work schedule, including some evenings and/or weekends;
- x Ability to work under stress;
- x Ability to travel to recruit and/or participate in meetings, conferences, and other related activities; and,
- x Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date