

**ADMISSIONS ASSISTANT**

**CLASS SUMMARY**

Under supervision, performs specialized clerical duties involved with student registration and admission; provides information to students and performs related work as required.

**REPRESENTATIVE DUTIES**

Provides information and assistance to students regarding admissions, registration, course and campus information; verifies completeness and processes various registration forms; accepts transcript requests and petitions; operates specialized office equipment, such as computer terminals, printers; and performs other duties as assigned.

**ORGANIZATIONAL RELATIONSHIPS**

This position reports to designated Administrator/Supervisor.

**QUALIFICATIONS GUIDE**

Combination of training and/or experience equivalent to high school diploma and one year of general clerical experience.

**Knowledge and Abilities**

Knowledge of: English usage, spelling, grammar, vocabulary; arithmetic, public relations, office policies and procedures, use of various equipment.

Ability to: communicate effectively with district employees, students and the public; perform typing and keyboarding tasks accurately; respond to requests and inquiries from students and the general public; follow oral and written directions; learn policies and procedures regarding proper information to be released at a public counter or over the telephone.