



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

East Broad Campus

Created on: 2/11/2025
Revised on: 6/26/2025

Job Title	Salary Schedule	Grade	Job No.
Admissions & Records Specialist I	E3	04	SS9896
Reports To	FLSA Status	Grant Funded	Tenure Track
Director of Admissions, Records, and Registrar	Non Exempt	No	Yes

JOB SUMMARY: The Admissions & Records Specialist at Gadsden State Community College is responsible for managing and processing student admissions and academic records. Key duties include data entry into software systems, evaluating transcripts, processing applications, and maintaining accurate student records. The role requires effective communication with various departments to ensure seamless student enrollment and record-keeping processes.

QUALIFICATIONS:

- ◆ Two (2) years of postsecondary education with a minimum of 15 semester hours in business or office-related coursework **required**. Associate's degree *preferred*
- ◆ Two (2) years of experience in a postsecondary student services office *preferred*
- ◆ Friendly personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills; strong work ethic

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Experience with Banner (or similar ERP systems) preferred
- ◆ Effective oral and written communication skills; effective telephone techniques
- ◆ Ability to learn assigned clerical tasks readily and to adhere to prescribed institutional routines
- ◆ Ability to make mathematical computations and tabulations accurately
- ◆ Ability to understand and carry out moderately complex oral and written instructions
- ◆ Ability to establish and maintain effective working relationships with students, other employees, and the public
- ◆ Ability to maintain confidentiality of office information and FERPA compliance
- ◆ Ability to keyboard at *40 correct (net) words a minute for 3 minutes*
- ◆ Knowledge of advanced word processing, including merge functions, database, and spreadsheet software (*Computer Level II Exam*)
- ◆ Working knowledge of office procedures; general office procedures, GSCC procedures, composition, machine transcription, and records management (*Office Procedures Level II Exam*)

DUTIES:

- ◆ Processes incoming admissions applications for an assigned constituency
- ◆ Enters and maintains admissions and records data in software systems
- ◆ Communicates with enrollment services, financial aid, instructors, division chairs, IT, and Deans regarding student admissions, registration, attendance, reinstatement, and academic records
- ◆ Performs major changes, registers students, and withdraws students
- ◆ Evaluates high school and college transcripts and processes admissions applications
- ◆ Processes grade changes, roster changes, academic standing updates, and manages Academic Bankruptcy and Course Forgiveness requests
- ◆ Submits National Student Clearinghouse enrollment transmissions and error corrections.
- ◆ Approves and distributes enrollment verifications
- ◆ Assists financial aid with the unofficial withdrawal process
- ◆ Builds or helps build new courses, new programs, and prerequisite settings in Banner
- ◆ Manages duplicate contact resolution and incorrect SSNs
- ◆ Sorts, checks for accuracy and completeness, posts and scans documents related to student record management
- ◆ Maintains transcript associated files and routine correspondence
- ◆ Participates in beginning-of-term and end-of-term processing procedures
- ◆ Serves as backup for college transcript evaluator
- ◆ Provides front counter coverage per approved schedule
- ◆ Assists with graduation ceremonies at the end of each semester
- ◆ Complies with all policies of the Alabama Community College System and the College

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Primarily sedentary work with occasional standing, walking, bending, and reaching.
- ◆ **Manual Dexterity:** Regular use of standard office equipment, such as computers, printers, and copiers.
- ◆ **Lifting:** Ability to lift and carry materials weighing up to 15 pounds.
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential.

Work Environment:

- ◆ **Setting:** The position is based in a typical office environment within an educational institution.
- ◆ **Travel:** Occasional travel may be required to attend training sessions or meetings.
- ◆ **Schedule:** Standard work hours are expected; however, flexibility is necessary to accommodate peak enrollment periods and deadlines.
- ◆ **Interaction:** Regular collaboration with students, faculty, staff, and external organizations.

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Reviewed by: Director of Admissions, Records & Registrar, Director of Human Resources

Employee Name: _____

Employee Signature

Date