

## OFFICE ASSISTANT-STUDENT RECRUITMENT

### Job Description

**CATEGORY:** CLERICAL  
**POSITION STATUS:** FULL-TIME  
**FLSA STATUS:** NON-EXEMPT  
**SALARY CODE:** 38  
**REPORT TO:** COORDINATOR OF STUDENT RECRUITMENT  
**REVIEWED DATE:** MAY 23, 2019

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

#### JOB SUMMARY

Responsible for providing clerical service to different college stakeholders; performing a variety of clerical and administrative duties for the Office of Student Recruitment.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs all clerical activities needed for the Office of Student Recruitment including scheduling campus tours and other events in Outlook, restocking and taking inventory of promotional items, helping prepare for recruitment events, and entering basic student information into Colleague.
- Coordinates a variety of clerical responsibilities such as filing, copying, answering phones, accessing or entering information on computer terminals, providing information, labeling, preparing and distributing mail outs, call campaign list distribution/record keeping, and preparing memos.
- Obtains knowledge and understanding of the admissions process to accurately assist current and prospective students and assists with the collection and data entry of Admissions documents.
- Obtains the appropriate knowledge and understanding of the financial aid process to accurately assist applicants and current students with the financial aid application process.
- Maintains the confidentiality of student records in compliance with the Family Educational Right to Privacy Act, state law, and college policies.
- Assists with the organization and coordination of the office workflow in general.
- May schedule meetings through Outlook calendar and record minutes of staff meetings.
- Attends the workplace regularly as per the defined work schedule and reports to work punctually.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Completes all required training and professional development sessions sponsored by Texas Southmost College.
- Participates in the development of outcomes, monitors assessment of those appropriate outcomes, and assists in the development of plans of action for improvement based on the assessment of those outcomes.

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- Assists with the process for systematic review and evaluation of the planning unit per the model adopted by the College, including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Performs other duties as assigned.

### **REQUIRED KNOWLEDGE AND SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of Texas Southmost College.
- Strong organizational skills.
- Ability to maintain appropriate and professional behavior at all times.
- Ability to handle sensitive and confidential data.
- Ability to communicate effectively, both orally and in writing, in a diverse, multi-cultural community environment.
- Demonstrated experience in providing quality customer service.
- Demonstrated experience concentrating on detailed tasks during numerous interruptions.
- Capacity to listen and respond to individual's questions and concerns.
- Ability to perform and excel in a high-tech all-digital environment.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.

### **REQUIRED EDUCATION AND EXPERIENCE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- High school diploma or G.E.D. equivalent.
- One (1) year of successful office experience.

### **PREFERRED EDUCATION AND EXPERIENCE**

- Bilingual in English-Spanish.

### **CERTIFICATES AND LICENSURES**

None required

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#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands and fingers to handle objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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#### Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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**Posting Specific Questions**

Required fields are indicated with an asterisk (\*).

1. \*How did you hear about this employment opportunity?
  - TSC Website
  - HigherEdJobs
  - Indeed
  - LinkedIn
  - Specialty Job Board
  - Facebook
  - Work-In-Texas/ Texas Workforce Commission
  - Job Fair
  - Personal Referral
2. \* Do you have a high school diploma or G.E.D. equivalent?
  - Yes
  - No
3. \* Do you have one (1) year of successful office experience?
  - Yes
  - No
4. Are you bilingual in English-Spanish?
  - Yes
  - No