

Dept.: Admissions & Transfer

Working Title: Admissions Assistant 12

Date: October 2015

Job Class: 6

PRIMARY FUNCTION:

To prepare and assess applications and documentation for admission and articulated transfer credit, advise students regarding resources, provide information on KPU admissions, transfer credit and registration policies and procedures and to perform administrative functions.

JOB DUTIES AND TASKS:

- 1. Evaluate applications and documentation to assess eligibility for admission and articulated transfer credit and assist with registration:**
 - a. Evaluate applications, including supporting documentation, secondary school transcripts, and BCCAT member institution post-secondary transcripts to determine eligibility for admission and ensure accurate processing.
 - b. Determine admissibility of applicants and advise them regarding articulated transfer credit, additional admission requirements and registration procedures.
 - c. Assess various in-house and standardized tests to determine admissibility..
 - d. Respond to queries, both written and verbal, concerning documentation and program admissibility and determine students needs and assist students with understanding admissions, articulated transfer credit and registration procedures and policies.
 - e. Advise applicants of admissions deficiencies and provide assistance with appropriate referrals to alternate programs.
 - f. Screen and schedule applicants for tests dates, portfolio reviews, assessments and appointments.
 - g. Set up, maintain and update applicant/student files and documentation and student information on database.
 - h. Manage, review and assess applicant record within student database through the admissions and articulated transfer credit process.
 - i. Advise students on registration procedures and provide assistance to students during pre-registration, registration, resolving registration problems such as computer data errors, prerequisite checking, timetable conflicts and changes.
 - j. Maintain and monitor program wait lists, enrollment lists and program registration activities, reporting any anomalies and assisting in correcting them.
 - k. Process registration withdrawals such as non-payment, non-attendance cancellation and rescheduling.
- 2. Perform admissions administrative functions:**
 - a. Monitor deposit payments and contracts for ongoing programs and sponsored applicants.
 - b. Maintain and secure a confidential applicant/student record system.
 - c. Work directly with various departments within Office of the Registrar.
 - d. Liaise with faculty, Deans, curriculum committees, various external funding agencies (WCB, Unions, HRDC) and various federal and provincial government ministries and First Nations groups to provide accurate, updated admissions, articulated transfer credit and registration information.
 - e. Assess tuition and student fees, refunds, forfeits, transfers and reconcile errors.
 - f. Gather, compile and analyze a variety of reports, summaries and lists, including information regarding enrolment levels and statistics related to admission, articulated transfer credit and registration.
 - g. Draft, prepare and proof documentation such as correspondence letters, emails and reports.
 - h. Scan and index supporting documentation related to admission and articulated transfer credit.
 - i. Review procedures related to individual program areas and recommend and implement changes as required.

Related duties: (cont.)

3. Related duties:

- a. Assist with convocation ceremonies as required.
- b. Assist with program information meetings with internal and external contacts, with special functions and with orientations, including presenting materials as required.
- c. Receive and distribute various documentation for processing such as student appeals, transfer credit evaluation requests, and course approvals.
- d. Open, sort and distribute incoming departmental mail and faxes and prepare outgoing mail.
- e. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

SUPERVISION RECEIVED:

Reports to Coordinator, Admissions & Transfer.

SUPERVISION/DIRECTION EXERCISED:

Provide advice and support to parties requiring information on admission, articulated transfer credit and registration. Provide orientation to new employees as required.

PHYSICAL ASSETS/INFORMATION MANAGEMENT:

Set-up, maintain and update applicant/student files and documentation and student information on database;

FINANCIAL RESOURCES:

Assess tuition and student fees, refunds, forfeits, transfers and reconcile errors.
Monitor deposit payments and contracts for ongoing programs and sponsored students.

The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

EMPLOYER REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. High school graduation plus successful completion of two years of postsecondary studies.
2. Minimum 2 years of recent experience working in Admissions and/or student service position within the Office of the Registrar.
3. Demonstrated working knowledge of KPU programs as well as policies and processes relating to current application, admission and transfer credit processes.
4. Demonstrated customer service experience in a fast-paced work environment involving multiple demands.
5. Demonstrated proficiency with Student Banner at an intermediate level, or a similar student information system.
6. Demonstrated ability to communicate effectively in English, both verbally and in writing, with prospective and current students, faculty and staff across the organization.
7. Demonstrated ability to deal patiently and effectively with a diverse range of people and situations.
8. Demonstrated ability in dealing with sensitive situations that call for the use of diplomacy and tact in the delivery of information and explanations.
9. Demonstrated ability to handle confidential information appropriately.
10. Demonstrated ability to work independently, exercise good judgment and demonstrate initiative.
11. Demonstrated organizational skills, including the ability to set priorities and meet deadlines.
12. Demonstrated aptitude for exacting and precise work.
13. Demonstrated proficiency at an intermediate level with complex database systems such as Excel and Access.
14. Demonstrated proficiency with Microsoft Word and Outlook at an Intermediate level.
15. 40 WPM keyboarding skills with a high degree of accuracy.
16. Demonstrated knowledge of basic math.

Revised: September 2015