

BURMAN UNIVERSITY
JOB DESCRIPTION

JOB TITLE	Admissions Officer
DEPARTMENT	Registrar & Admissions Services
CATEGORY	<input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Salary
CLASSIFICATION	IC 4
REPORTS TO	Registrar

POSITION SUMMARY

The Admissions Officer is responsible for guiding new applicants to Burman University through the application process and monitoring that the published admission requirements are met. The Admissions Officer will champion application processes and work with other departments to streamline efficiencies.

JOB FUNCTIONS

- Fields inquiries and provides prompt responses from prospective students and their families by phone, text, mail, and email
- Directs procedures for filling application material/information requests
- Processes new applicant files and communicates file status to applicants
- Assures that application documents are scanned into the Student Information System data base for campus reference
- Consults with the Registrar when applicant history may differ from published admission requirements
- Liaises between applicants and campus departments/personnel
- Directs follow-up procedures, insuring that each applicant is contacted at least once a month once the application process has begun
- Works closely with Recruiters in the follow-up procedures
- Provides campus departments with applicant lists
- Be familiar with APAS and be able to guide applicants through the process
- Maintains prospective students and applicants in Student Information System
- Maintains year-to-year comparison reports regarding the stages of admission for applications received, in process, initial admission, final admission, withdraws and admission denied statistics
- Prepares immigration documents for international applicants
- Calls the Admissions Committee as necessary and serves as secretary
- Supervises the Admissions Assistant/s
- Duties and responsibilities that do not constitute a major change may be added, deleted, or modified at any time at the discretion of the supervisor, either orally or in writing.

JOB STANDARDS AND REQUIREMENTS

EDUCATION/TRAINING

- Four-year post-secondary degree

EXPERIENCE

- Up to 3 years related experience

SKILLS & RESPONSIBILITY

- Work in a team environment and a self-starter when working independently
- Detailed, organized and creative
- Employs exceptional customer service skills in person, on the phone and online
- Is proficient in Microsoft Office computer programs (Word, Excel and Access)
- Maintains working knowledge of general office procedures
- Enjoys being a part of a team that makes students a priority
- Communicates effectively using oral and written language. These interactions typical require tact, judgement, courtesy in communicating and applying human relations skills
- Most responsibilities are mostly carried out independently following broad university policies and guidelines
- Work has direct impact on the final service produced and impact of the university.
- Provide direction on a day-to-day basis with regards to scheduling, assigning, and coordinating work.
- Exhibits innate skills for organizing, multi-tasking and implementing projects
- Finds it a pleasure to interact with students
- Understands the importance of confidentiality
- Has the ability to take charge of a situation if necessary
- Is willing to commit to a high level of responsibility, integrity and support for Burman University and the Admissions Office
- Can be flexible with work schedule
- KEEN interpersonal skills (people and social)
- Build relationships quickly

EFFORT & ADDITIONAL ATTRIBUTES

- Work involves a moderate degree of alertness and concentration to complete job tasks.
- Ability to exert light physical effort (up to 5kg)
- Professional, responsible and personable with a positive work attitude
- Dedicated and active member of the Seventh-day Adventist Church
- Passionate about Adventist education supporting the vision, mission and core values of Burman University
- Flexibility to work days, evenings and weekends as necessary
- Loves and understands young people