

FLORIDA GATEWAY COLLEGE

Job Description

ADMISSIONS SPECIALIST I

DISTINGUISHING CHARACTERISTICS:

This is paraprofessional work assisting an administrator/professional in a variety of duties requiring a thorough understanding of specific policies and programs. Duties include coordinating and carrying to completion a variety of tasks not requiring the direct attention of the administrator/professional.

ESSENTIAL JOB FUNCTIONS:

(Note The following examples of work as listed in this job descriptions are not necessarily descriptive of any one position in the classification. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Develops and recommends operational procedures for specific area of responsibility.
Performs special assignments and drafts reports as requested.
Interprets and administers policies as directed.
Acts for administrator/professional in matters where authority has been delegated.
Performs other office management duties as assigned.
Provides general information to students.
Accesses, inputs and retrieves information and data from a computer.
Assists in coordination of administrative/professional duties.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of administrative office procedure. Knowledge of basic management principles. Knowledge of college regulations. Knowledge of State Board of Education regulations. Knowledge of English usage. Knowledge of spelling. Skill in typing but no speed required. Ability to supervise other employees. Ability to communicate effectively verbally and in writing.

EDUCATION AND EXPERIENCE:

Associate degree in appropriate area plus one year experience; or High school diploma plus three years related experience. A high school equivalency diploma from the State Department of Education may be substituted for high school graduation. Additional education may substitute on a year for year basis for required experience in related area. Computer literate.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without correction).
Acceptable hearing (with or without hearing aid).
Ability to communicate both orally and in writing.
Use of fingers.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)