

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: ADMISSIONS PROCESSOR**

**Reports To:** Designated Supervisor

**UW Job Code:** 3001

**UW Job Family:** 35 - Student Service Management Support

**SOC Code:** 43-4199

**FSLA:** Non-exempt

**Pay Grade:** 17

**Date:** 12-22-10

### **JOB PURPOSE:**

Under limited supervision, process all applications, transcripts, test scores and correspondence for new, re-enrolling, transfer, outreach and international student applications for undergraduate and graduate admissions to the University of Wyoming.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Process and load all applications for admission using computers and software in area; review and update student information as new documents arrive. Load application fee.
- Evaluate and recalculate GPA for most transcripts, and all international students.
- Determine the eligibility of students for admission and load as appropriate.
- Provide customer service to students and parents.
- Maintain accurate records to assure that complete official academic records are on file.
- Train and assist new employees, including student workers. Double-check for accuracy and assist with necessary clean-up reports.
- Meet with campus departments as necessary to evaluate and develop new processes when needed and serve as a resource.
- Provide backup and assist with scanning, indexing, front-desk coverage, and big mailings and data entry.

### **SUPPLEMENTAL FUNCTIONS:**

- May assist with large mailings.
- May help with check-in during Saturday events.
- Other duties as assigned.

## **COMPETENCIES:**

- Attention to Detail
- Judgment
- Independence
- Quality Orientation
- Service Orientation
- Work Tempo

## **MINIMUM QUALIFICATIONS:**

Education: **Associate's degree**

Experience: **2 years progressively responsible work-related experience**

Required licensure, certification, registration or other requirements: **None**

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Customer service standards and procedures.
- Academic standards governing student probation, suspension, and/or expulsion.
- Student recruitment and retention issues.
- Organizational structure, workflow, and operating procedures.
- Admissions standards.
- Transfer credit processes, procedures, and requirements.
- Processes and regulations in dealing with undeclared, probationary, conditionally admitted, suspended, or reinstated students.
- Applicable legislation, standards, policies and procedures within specialty areas.
- University programs of study, services and resources.
- Applicable University student forms.
- On-line data entry to information systems.
- Applicable computer formats, systems, and software in use in area of specialty.
- Degree checks and transcript evaluations.

Skills and Abilities to:

- Manage and maintain records and databases.
- Make appropriate recommendations based on logical and justifiable reasoning.
- Perform degree checks and transcript evaluations.
- Analyze course prerequisites, certification, and/or curriculum/graduation requirements.
- Evaluate student transcripts and/or records.
- Analyze program requirements, university requirements, and/or curriculum/graduation requirements.
- Communicate effectively, both orally and in writing.

- Manage time and establish priorities.
- Work effectively with a variety of populations in a diverse community.
- Foster a cooperative work environment.
- Use personal computers and related software applications.
- Maintain confidentiality.

**WORKING CONDITIONS:**

No major sources of discomfort, standard office environment.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.