NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Admissions Coordinator

**Department:** Student Services/Admissions

**FLSA Status:** Exempt

**Job Status:** Full Time

**Reports To:** Registrar

**Grade/Level:** Professional/Administrative

**Amount of Travel Required:** Minimal as needed

**Reports To:** Registrar

**Positions Supervised:** Student workers

**Contract Length:** 12 months

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**GENERAL STATEMENT OF DUTIES:** This position coordinates all campus activities pertaining to admissions while working very closely with the Registrar, Financial Aid, the recruitment coordinator, advisors, the faculty and the dual credit coordinator, and other college personnel.

**MAJOR RESPONSIBILITIES:**

- Coordinates institutional policies and procedures for student admissions, including residency requirements, evaluation of assessment scores and transcripts, waiver eligibility, immigration laws relating to international students, and State regulations as they apply to student admissions;
- Assists with interpreting regulations issues by Texas Higher Education Coordinating Board (THECB), State of Texas, federal immigration agencies, and institutional policies and procedures relating to admissions;
- Evaluates and updates all forms required for admitting and enrolling new students in coordination with other offices within Student Services;
- Conducts follow-up with students to assure that admission documentation is complete;
- Performs and ensures the accuracy of data entry of admissions applications into the student master file;
- Assists with various recruitment activities;
- Assists with updating student records for CLEP, Credit by Exam, I to F grade processing, grade change petitions, honor credits, and information needed for Coordinating Board Credit;
- Assists with registration, drop/add, withdrawals, and scheduling processes;
- Assists with the reporting of enrollment data and student information to THECB and other local, state and federal agencies;
- Assists with the interpretation and application of FERPA, academic rules and regulations, and other relevant college policies;
- Reviews, updates, and ensures the accuracy of information in the college catalog and class schedules pertaining to admissions of students;
Maintains regular contact with division and program directors concerning course equivalencies, articulations agreements, student questions, and program degree requirements;

Establishes transfer admission tracks for all students, including international students, while working closely with the college recruiter;

Assists with the annual planning, implementation, and evaluation of myEagle Orientation and related activities;

Participates in the operational planning process to help identify means of improvement in admissions procedures, materials and data systems;

Provides a welcoming environment for new and enrolled students and maintains effective communication with prospective students;

Maintains an accurate record of prospective students;

Remains current on state and federal guidelines through participation in state and regional admissions associations;

Serves on various committees as assigned;

Integrates current technology tools that support creative approaches to provide efficient and effective recruitment and admissions processes;

Assists with related institutional research;

Assumes responsibilities in the absence of the Registrar;

Other duties as assigned by supervisor.

POSITION CHARACTERISTICS:

This position requires knowledge of student admissions requirements. The Admissions Coordinator must be able to interact with prospective students, parents of students, K-12 personnel, NTCC faculty and staff, and alumni to provide relevant information to implement NTCC admissions policies.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree required.
- Understand the community college philosophy/mission.
- Ability to apply the Texas Higher Education Coordinating Board’s policies regarding admissions (high school, dual credit, home school, etc.) and TSI (exemptions, waivers, remediation).
- Two years of experience in a community college or university admissions or recruiting setting is highly preferred.
- Effective interpersonal, written and verbal communication and presentation skills.
- Ability to plan, prioritize and solve problems independently.
- Promote and provide a strong student/customer service centered atmosphere.
- Knowledge of the student information system (POISE) and microcomputer/software applications.
- Strong commitment to access and equity.
- Coordinate responsibilities with those of other student services professionals.
Signatures:

__________________________________________  ________________________
Admissions Coordinator                       Date

__________________________________________  ________________________
Registrar                                    Date

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Dean of Enrollment Management                 Date

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Vice President of Student and Outreach Services Date

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President                                    Date