

**DAWON COMMUNITY COLLEGE
POSITION DESCRIPTION
2021**

TITLE: Admissions Specialist
DIVISION: Student Affairs
DEPARTMENT: Enrollment Management
STATUS: Fulltime, Hourly, Classified Position
SUPERVISION RECEIVED Director of Enrollment Management
SUPERVISION EXERCISED Work-study students, Student Employees
GRADE: 10 **HOURLY RATE:** \$13.90

JOB SUMMARY The Admissions Specialist is responsible for implementing and enforcing the policies of admissions as established by Dawson Community College. Maintains and organizes an office conducive to efficiency and productivity. First line of contact with students, other employees and the public; makes them feel welcome; and provides prompt service or appropriate referrals.

EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:

Employees at Dawson Community College are required to demonstrate kindness, respect, integrity and professionalism for others. We adhere to the highest ethical standards in the fulfillment of our jobs, to honor the College. Employees at DCC hold themselves and each other to a higher threshold of respect and practice respect for the people with whom we work and serve. Respect creates an atmosphere conducive to learning.

Professionalism at Dawson Community College includes being mindful of our actions when working with students, colleagues, co-workers and our community members. Respect for those with whom we share the common purpose of serving students is a paramount value. Professionalism and respect for others is an expected part of all Dawson Community College job performance.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Main Office:

- Provides excellent customer service to all DCC stakeholders, internal and external.
- Serve as the first point of contact for all main office visitors; and all incoming calls referring to other units as necessary.
- Responsible for all incoming mail, and distribution to every department; prepares out bound mail; sorts and groups all dorm mail for distribution by physical plant director; and receives outbound letters and packages to be mailed; ensures that mail to be sent is properly addressed with adequate postage and ready to be mailed for daily delivery.
- Be aware of and assists with processing for all programs offered by DCC (Ex. RevUp, ABE, Big Sky Pathways, Perkins, Dual Enrollment).
- Assists with student alert systems to notify students of campus events.
- Takes minutes at meetings as directed.
- Assists Financial Aid with work study timecards compilation.
- Provides assistance and backup as necessary to Financial Aid, Enrollment Management, and Business Office and Foundation personnel.

Admissions:

- Processes all applications for admissions and student housing, and maintain files in Banner, Admissions Database, Excel documents etc. Maintain a database and files of all applications.
- Manages in all respects the admission applications, by following up with prospective and current students via mail, email, social media etc.
- Prepares files and ensures data accuracy and file integrity for academic department reviews.
- Adheres to DCC admissions and residency policies and is informed of MUS admission and residency policies and how they interact with DCC policies.
- Reviews residency appeals and makes determination based on documentation provided.
- Maintains awareness of the transfer students and their status when making applications.
- Maintains services and provides information to students and other interested people regarding the college's admission policies and programs.
- Maintains admissions information (in conjunction with IT Department) on the DCC website.
- Reviews all high school transcripts/credentials for fraudulent or 'diploma mill' generated documents.
- Conducts periodic audits and quality control assessments on admissions data and applicant files.
- Maintains confidentiality of security sensitive data and information, requiring a holistic institutional perspective and good judgment.
- Works with Student Services to track housing applications as part of full application packet.
- Fulfill the obligations of a Campus Security Authority (CSA) as defined by the Clery Act. (A Campus Security Authority (CSA) is an individual, who by virtue of their college responsibilities and under the [Clery Act](#), may receive and is required to report any criminal incidents brought to their attention to the Dean of Student Success so that they may be included and published in the college's Annual Security Report. CSA's are required to complete training on appropriately handling reporting crimes, victim relations and support, and related school policies.)
- Other duties as assigned.

As an Enrollment Management Team member:

- Serves as the Enrollment Management Committee Secretary.
- Serves as a back-up for the enrollment specialist with campus tours, enrollment management activities, online student registration etc.
- Shares information from database and filing system with Enrollment Management team.
- Shares admission trends with Enrollment Management team.
- Provides the Enrollment Management Director with annual budget recommendations.
- Completes daily tasks and special projects for Enrollment Management Director, as assigned.
- Coordinates social media events and updates social media as to current student and DCC activities.
- Helps take minutes in committee meetings for the Vice President of Administration and the Enrollment Management Director.
- Other duties as assigned.

Dual Enrollment

- Serves as Dual Enrollment Advisor
- Tracks Dual Enrollment student data, compile and maintain all information related to Dual Enrollment including student applications, school contract, syllabi and other documentation required by state and accreditation authorities.

Website/Social Media:

- Creates and maintains college current events, content and pictures on the college website and social media.

- Investigates, writes and discusses possible press/website/social media public interest stories with the Director of Enrollment Management to determine scope, deadlines, word counts and photo or other graphic possibilities.
- Strives to provide a consistent look and feel of all communications campus-wide (particularly recruiting and admissions) that matches marketing materials and college mission statement and core themes.

Position must be physically able to:

- read printed material and forms,
- operate a vehicle
- operate office equipment including a computer and phone for extended periods of time,
- sit at a desk for extended periods of time,
- use fine motor skills,
- reach with hands and arms,
- perform finger and hand dexterity,
- carry boxes up to 40lbs. and setup DCC displays without assistance
- use visual acuity, and
- exercise physical mobility.

PERFORMANCE STANDARDS:

CORE COMPETENCIES:

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal effectively with frequent change, delays, or unexpected events.
- Attendance - Is consistently at work and on time.
- Business Acumen - Understands basic business practices and reporting hierarchy.
- Change Management - Communicates changes effectively.
- Oral Communication - Speaks persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative - Seeks increased responsibilities; Takes independent action.
- Judgment - Displays willingness to decide; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Managing People - Includes staff planning, decision-making, facilitating and process improvement; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, product and services.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Problem Solving - Identifies and resolves problems promptly; Gathers and analyzes information skillfully; Develops alternative solutions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments. Dresses appropriately for workplace with frequent customer service interactions. Supports and promotes a positive image of Dawson Community College.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

- Quantity - Meets productivity Standards; Completes work in timely manner; Strives to increase productivity; Works effectively.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- Inclusion – Provides an environment inclusive of all students, colleagues, co-workers and community members and supports underrepresented stakeholders.
- Assessment – Assesses annual performance and works closely with Supervisor.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

Applicants must demonstrate that they meet the minimum requirements, as stated below.

- An Associate's degree in Business, Communications or related field; or experience equivalent to the required degree
- Two to five years office experience
- Experience using Microsoft Word, Excel, Google
- Driver's License Required

PREFERRED QUALIFICATIONS:

- Experience in an institution of higher learning.
- Bachelors' degree in a related field.
- Advanced skills in writing or editing press releases and/or presentation materials.
- Skills in data research

COMPLETED APPLICATION PACKET MUST INCLUDE:

- Completed Dawson Community College application
- Current resume
- Cover Letter
- Copies of college transcripts (original transcripts required, if hired)
- Three professional references (names, email addresses, and phone numbers).

Background checks are required prior to employment.

INQUIRIES MAY BE DIRECTED TO:

Human Resources Department
hr@dawson.edu
406-377-9430

This institution is an equal opportunity provider.

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Qualified protected class individuals are encouraged to apply. Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work.

Nondiscrimination Policy: Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services. Employees who engage in such unlawful discrimination will be subject to disciplinary action up to and including discharge.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Inquiries or complaints concerning any of these matters for employees should be brought to the attention of:

Leslie Weldon, Title IX Coordinator. Telephone: (406) 377-9412. Email: lweldon@dawson.edu. Mailing Address: 300 College Drive, Glendive, MT 59330.

Inquiries or complaints concerning any of these matters for students should be brought to the attention of:

Leslie Weldon, Title IX Coordinator. Telephone: (406) 377-9412. Email: lweldon@dawson.edu. Mailing Address: 300 College Drive, Glendive, MT 59330

Virginia Boysun, Registrar, Veteran's Coordinator. Telephone: (406) 377-9404. Email: vboysun@dawson.edu. Mailing address: 300 College Drive, Glendive, MT 59330.

Matt Hull, Dean of Academic Affairs, ADA Coordinator. Telephone: (406) 377-9434. Email: mhull@dawson.edu Mailing address: 300 College Drive, Glendive, MT 59330.

DCC's Annual Security Report and Fire Safety Report provides info about reporting crime, crime statistics, crime prevention, alcohol and drug policies, fire statistics, etc., is available at <https://www.dawson.edu/about/campus-security.html/title/annual-campus-security-and-fire-safety-report>. You may request a paper copy through the President's Office at (406)377-9401.

REVIEWED BY (SUPERVISOR SIGNATURE) _____

DATE: _____

REVIEWED BY (EMPLOYEE SIGNATURE): _____

DATE: _____