Selkirk College

POSITION DESCRIPTION
DRAFT

Position Title	Enrolment Officer
Department/School	Student Access and Support
Reports to	Admissions/Registration
Positions Supervised	None
Employee Group	PPWC
Pay Grade	8
Date Last Revised	April 2014

Position Summary

Reporting to the Associate Registrar, this position shares the responsibility for admitting students to the College and our programs in accordance with established procedures. Other duties include responding to admission inquiries and requests, maintenance of admissions procedures and clerical support functions.

Main Duties and Responsibilities

1. Provides information to students, staff, counsellors and the general public:
   - responds to large volume of inquiries, in person, verbally or in writing;
   - provides students, staff and the public with timely and accurate admissions information about the College's courses and programs, specific admissions requirements, registration policies and procedures and student services;
   - refers students to other College services as required;
   - updates current knowledge of admissions/registration policies and procedures; and
   - provides training to new admissions staff as required.

2. Screens and assesses documentation and applications for admission to Selkirk College:
   - processes applications for admission to various College programs and courses;
   - conducts initial eligibility screening for general admission to the College; determines whether all supporting documents are included with applications;
   - accepts and reviews required documentation for admission to specialized programs to ensure documentation provided is valid, original and accurate;
   - liaises with schools/departments, and other institutions regarding applications, pre-requisites, assessments and specific applications; and
   - collects and tracks pre-requisites and program deposits.

3. Performs routine correspondence, data entry and maintains various records, lists and documentation as required:
   - prepares routine correspondence, reports, forms and other documentation related to admissions, registration and graduation;

- enters, assesses, retrieves and maintains student information in electronic student record keeping system;
- performs routine data entry of student applications;
- maintains application files;
- maintains program admission and registration lists;
- creates and maintains program and course waitlists;
- tracks program vacancies;
- recommends development/revision of admissions procedures and guidelines to the Registrar records;
- records and maintains admission status of applicants;
- updates application reporting information; and,
- develops and distributes student orientation and registration packages.

4. Performs other related duties as assigned by supervisor.

Required Qualifications

Education and Experience
- High School Graduation, plus completion of a 2 year Business Administration Program or an equivalent Business/Accounting post-secondary program
- Level 1 First Aid for Admissions Officer/Enrolment Officer position at the Trail Campus
- Minimum 3-4 years related experience
- Level 1 First Aid for the Enrolment Officer position at the Trail Campus

Skills, Knowledge and Abilities
- Knowledge of College admission/registration policies and procedures
- Excellent customer service skills
- Excellent written and verbal communications skills
- Excellent interpersonal skills
- Excellent organizational skills and the ability to set priorities when encountering conflicting demands
- Ability to work independently and as a member of a team
- Strong computer skills including word processing, spreadsheets, data base software and student records database (SRS)
- Keyboarding at 45 wpm
- Excellent attention to detail

 Approvals

_____   _____
Employee   Date

_____   _____
Supervisor   Date

_____   _____
Human Resources Representative   Date