

Job Title	ADMISSIONS ASSISTANT
Department	STUDENT AFFAIRS
Reports To	DIRECTOR OF Enrollment Services

EMPLOYMENT TERMS:

Full-Time

QUALIFICATIONS:

Education	A minimum of an Associate's degree in Business, Marketing, or a closely related field from an accredited postsecondary institution.
Experience	Two or more years work related experience is required. Computer data entry experience is required. SCT Banner experience is a plus. Must be able to work in high traffic, fast paced, high demand environment.
Desirable Skills	Effective communication skills.

PRIMARY DUTIES:

Processes applications for admissions from initial contact to acceptance. Receives phone calls and provides information and guidance as needed; greets applicants, visitors, and students and refers special cases to the Director of Enrollment Services. Inputs and images pertinent data for each application. Schedules and notifies applicants for admissions placement testing as needed. Verifies that applicants have met admissions requirements for entry into chosen program or course and notifies applicants regarding acceptance; registration, etc., by sending appropriate correspondence. Notifies Registrar if students ready to be evaluated for transfer credit evaluation. Assists with new student registration each term. Generates computer reports for admissions processing as needed. Performs other duties as assigned as assigned.

APPLICATION DEADLINE: Until filled

Applications are submitted **on-line only** at www.augustatech.edu.

TRANSCRIPT REQUIREMENTS

Applications for this position are reviewed upon receiving all official transcripts. **Official transcripts** must be mailed directly from the educational institution to the **Human Resource Office, 3200 Augusta Tech Drive, Augusta, GA 30906** or **electronically to srouse@augustatech.edu**.

PRE-EMPLOYMENT SCREENING

Pre-Employment background checks are required

CONTACT

Shirley Rouse, Pre-Employment Manager at (706) 771-4026 or srouse@augustatech.edu

SALARY

Commensurate with education and work experience.