**POSITION ANNOUNCEMENT**

**POSITION: Student Affairs Specialist – Enrollment Services**

**POSITION DESCRIPTION:** This position is primarily responsible for supporting the functions of the Enrollment Services – Records Office. Several of essential duties include maintaining student records, data entry in Banner and TargetX such as application input, residency classifications, program changes, academic release forms, transcript entry, processing decisions, etc.

This position must have a full understanding of the admissions requirements in order to accurately and efficiently input and maintain/student information using Banner and TargetX.

**MAJOR DUTIES:**

**ENROLLMENT REVIEW**

* Responsible for fully understanding all records processes including application entry, residency classification, transcript entry, admissions requirements, and admission decision eligibility. Makes processing decisions; requires deductive reasoning, problem solving and use of available information.
* Modifies current student records; requires comprehension of current student processing guidelines.
* Sends communications to applicants in accordance with the applicant communication plan.
* Provides internal constituents with Enrollment Services Department related assistance.

**PROCESSING EXPERT**

* Accurately and efficiently inputs and maintains student information using TargetX, Axiom, Banner database and Etreive.
* Performs electronic application cleanup process through TargetX.
* Scans and indexes documents using the Etrieve document imaging management system.
* Maintains student records; adheres to TCSG record retention policy including the purge of documents.
* Corrects MIS errors from KMS.
* Assists in answering routine questions concerning college and departmental policies and procedures. Escalates issues to appropriate staff.
* Communicates with students, faculty and staff regarding status of student documents.
* Represents CTC at community events.

**OPERATIONAL MANAGEMENT**

* Organizes enrollment process and documents for specific groups.
* Archives records in accordance with retention requirements.
* Assists in regular data reviews. Verifies, validates, and corrects data as needed.
* Troubleshoots and resolves errors related to submissions to external organizations.
* Understands and applies the Family Educational Rights and Privacy Act (FERPA) as it relates to students’ privacy rights with student records.
* Participates and assists with projects as assigned by the Enrollment Services Office and/or Student Affairs Division.
* Performs related duties.

**MINIMUM QUALIFICATIONS:**

* **Bachelor’s degree in a course of study related to the occupational field of the position and sufficient experience to understand the basic principles relevant to the major duties of the position, or Associate’s Degree with two years of paid work experience in a Student Affairs data processing role, or High School diploma or equivalent certification and four years of paid work experience in Student Affairs data processing role.**
* **Possession of or ability to readily obtain a valid driver’s license issued by the State of Georgia for the type of vehicle or equipment operated.**

**SALARY/BENEFITS:** $45,301.59 annually. Benefits include paid holidays, annual leave, and the State of Georgia Flexible Benefits Program. Please be aware that Chattahoochee Tech employees will be paid by direct deposit, unless exempted by the State Accounting Office based on “hardship” evidence provided by the employee.

**TELEWORK:** This position is permitted to telework 80% of the time. In certain times of the year and especially during times around deadlines and other critical times, this would be reduced to accommodate the demand.

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “Quick Links” then “Jobs & Careers.” For a complete file, fill out an online application, upload cover letter, resume and include three professional references’ contact information on application. Before a candidate is hired, a pre-employment criminal background investigation, motor vehicle records check and employer/professional reference check will be conducted. Following screening, candidates may be asked to submit further documentation.

**RESPONSE DEADLINE:** Open until filled. Screening will begin immediately.

**ANTICIPATED EMPLOYMENT DATE: September 2025**

**EMPLOYMENT POLICY:** Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Chattahoochee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC’s website ([www.sacscoc.org](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sacscoc.org%2F&data=04%7C01%7Csarah.cosby%40chattahoocheetech.edu%7C76f352afebe0445368de08d8eefff055%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522130299947630%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=wIuCegd7GHx7DFCY9IsMWfqoNY4jplmkGFCY7aKSvWY%3D&reserved=0)).

As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa “Nickkie” Warrington, Marietta Campus, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, 770-975-4023, or SDWarrington@ChattahoocheeTech.edu, and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, (770) 975-4099, or Caitlin.Barton@chattahoocheetech.edu.

***A Unit of the Technical College System of Georgia***