DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Enrollment Assistant-Dual Credit

DEPARTMENT: CCPS

DATE: June 1, 2016

SCHEDULE: Full-time, 12 mo., M-F 8 a.m.-5 p.m.

REPORTING SUPERVISOR: Dual Credit Coordinator

FLSA: Non-Exempt  IPEDS: 43

JOB FUNCTION:
Performs support services to facilitate records management and assists with general office duties in the CCPS Dual Credit Office. Creates and maintains records, registration, invoicing, reporting, and mailings.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

<table>
<thead>
<tr>
<th>Percentage of Time</th>
<th>Frequency</th>
<th>Description</th>
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<tbody>
<tr>
<td>1. 45%</td>
<td>Ongoing</td>
<td>Provides clerical and enrollment assistance to facilitate the recruitment and retention of dual credit and dual enrollment students and instructors for the Dual Credit Office (typing, copying, filing, data gathering for reports, answer phones, greet visitors, etc.). Assists in contacting returning and prospective students, working with schools and instructors, assisting with for outreach and recruitment.</td>
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<tr>
<td>2. 25%</td>
<td>Ongoing</td>
<td>Uses EX, JRM, the LMS, MyDrury, and other relevant computer programs to generate reports or review information. Enters registration information and creates and maintains student master records for students. Proofreads schedules and reports. Builds schedule of classes for dual credit. Researches archival material to resolve inquiries, degree/enrollment verifications, etc. Works with CCPS and main campus to direct or resolve student or instructor issues.</td>
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<tr>
<td>3. 25%</td>
<td>Ongoing</td>
<td>Assists with payment collection, marketing materials, events, recruiting, mailings, course evaluations, instructor selection and paperwork, and textbook ordering as needed. Assists CCPS or other staff with instructor documentation and applications, and assists with instructor payroll as appropriate.</td>
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<tr>
<td>4. 5%</td>
<td>As Needed</td>
<td>Performs other duties as assigned.</td>
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MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. High school diploma or equivalent and one year related experience; or an equivalent combination of education and experience.
2. Ability to keyboard and prepare documents and enter information accurately.
3. Good math skills are necessary for calculating account balances, book prices, tuition, fees, and preparing information for Financial Services.
4. Ability to use a PC and mainframe and related software, especially Microsoft Office (Excel, Word, PowerPoint) for preparing letters, memos, spreadsheets, and announcements.
5. Effective customer service and communication skills are required for communicating effectively with visitors, reporters, students, alumni, faculty, and staff in person, through e-mail, and by telephone.
6. Attention to detail and the ability to concentrate for providing accurate information and completing work assignments in a distracting atmosphere.
7. Ability to organize work to effectively deal with the many aspects of the position.
8. Ability to use a scanner and copy machine to duplicate material for faculty.
9. Ability to maintain confidentiality.
10. Ability to set goals, to prioritize and organize tasks and workload in order to complete assignments in a timely manner.
11. Ability to maintain a positive environment in the office.
12. Ability to remember and recall details and events in order to remember students’ interests and educational needs.
13. Ability to learn how to perform registrar module entry and recruiting information.
14. Ability to have a professional and neat appearance for greeting and working with prospective students and faculty.

**WORK CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.