



**DATE ISSUED:** 11/09  
**FLSA:** Non-Exempt  
**PTO:** COVS

## **JOB DESCRIPTION**

### **TITLE**

Application Processor I

### **JOB SUMMARY**

Performs application processing for completion and submittal. Responsibilities include providing customer service to students, faculty and staff, answering phone inquiries, advising students on use of online applications tools and processing of paper applications. Creates, maintains and organizes files and student records using an imaging system and University student system software. Must exhibit excellent customer service skills; be detail-oriented; possess the ability to handle multiple tasks; ability to work independently and as a team is preferred. Work is performed according to established routines under close supervision. Performance is checked through periodic audits. Work is performed within established policies and procedures under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Supervisor, Student Records

*Supervises:* No supervisory responsibilities

### **PRIMARY DUTIES - May include, but not limited to the following:**

Provides customer service to students, faculty and staff.  
Answers phone inquiries using the ACD System in a timely manner.  
Advises students on using online application status tools.  
Provides services to walk-in customers at the front desk..  
Processes paper applications.  
Prepares documents for scanning.  
Assists students in creating and setting up Pioneer Portal Accounts.  
Verifies original documents.  
Assigns application starting term and initiates application workflow.  
Processes applications.

Verifies completion of application for processing to evaluation.  
Adds/removes necessary holds.  
Enters test scores.  
Routes checks for processing.  
Processes daily incoming mail.  
Inputs, maintains, and assists in processing computerized data.  
Organizes, maintains and researches unidentified documents.  
Determines and documents academic exemptions and waivers.  
Ensures applications have the proper correspondence track.  
Ensures quality support to students through the applications life cycle.

***ADDITIONAL DUTIES***

Assists with special events.  
Indexes documents into GMedia.  
Proofs documents to verify entry into Gmedia.  
Shreds documents.  
Mails information to prospective and current students.  
Performs other duties as requested.

***EDUCATION***

High school diploma required, some college preferred.

***EXPERIENCE***

Minimum of one year experience in an office setting is required. Records management experience in higher education or similar setting is preferred. Working knowledge of imaging systems, databases, records retention schedules is highly preferred.

***REQUIREMENT***

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

***KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:***

Working knowledge of office practices and methods.  
Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.  
Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively orally, by phone, in person and in writing.

Ability to represent the department and University in a friendly, courteous and professional manner.

Ability to use a personal computer and other office equipment.

### **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 occasionally required to stand, walk, sit, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye. May be required to sit and/or stand for long periods of time.

### **WORK ENVIRONMENT**

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing the duties of this position, the employee may be required to travel.

### **SAFETY**

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***