



DATE ISSUED: 10/07
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Coordinator, Enrollment Services - Houston

JOB SUMMARY

Performs specialized administrative duties for the Houston Center in the area of Enrollment Services. Work is performed 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: TWU Registrar and Director, Houston Campus

Supervises: Student Assistants

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

Counsels potential students on admission procedures and department admissions requirements, financial aid and other enrollment related functions.

Receives admissions documents and forwards to the Denton Campus.

Processes change of status requests for student records.

Verifies student enrollment status for insurance, employers and professional examiners

Processes and collects class rolls.

Coordinates graduation, registration and late registration at the Houston Center.

Processes transcripts, add/drops, and grade reporting.

Coordinates records for students concurrently enrolled from other universities.

Supervises and instructs student assistants.

Maintains effective working relationships with other departments and personnel on issues pertaining to Enrollment Services.

Sorts, files, codes, stocks, or classifies correspondence, data, or material.

Makes posting to records, books, logs, or ledgers.

Adheres to workplace safety policies and guidelines.

Provides input and assistance in other related areas as requested.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Bachelor's degree in Business Administration or related area required. Experience may substitute for required degree on a year for year basis.

EXPERIENCE

Three years in an administrative position, preferably in a higher education institution with an emphasis in admissions, registration, and financial aid.

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

Knowledge of current admission standards and registration requirements.

A commitment to a student center customer service philosophy

Ability to prepare financial and other statistical reports.

Ability to function in multi-campus environment.

Ability to give presentations to groups regarding admissions and registration.

Working knowledge of office practices and methods.

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 must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk

Coordinator, Enrollment
Services - Houston
Date Issued: 10/07
FLSA: Non-Exempt
PTO: COVS

or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

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.

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:** _____

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.