Job Description

Job Title: International Admissions Coordinator

Department: Retention Services (Business, International & General Studies)

Date: October, 2003

Job Code: 5021

Grade: I

FLSA: Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:
Performs a variety of moderately complex administrative tasks insuring all College policies and procedures are being adhered to while students are being serviced effectively, courteously and efficiently. Also acts as liaison between the College and our designated storage facility, performs enrollment verifications; processes admission of international students.

Characteristic Duties and Responsibilities:

1. Coordinates International Admissions: sends out information and materials, receives information, prepares the I-20 forms, issues ID numbers, creates master files and folders, tracks international students.
2. Processes verifications and deferments: determines credit hours; reports via phone and mail to insurance companies, lenders, government agencies; processed electronic verifications; honors subpoenas.
3. Serves as departmental liaison with our storage facility: maintains storage records; submit records and files to storage facility; reconciles invoices; apprises College departmental personnel of changes in systems, procedures.
4. Coordinates and monitors activities of 2 Admissions personnel; tracks their attendance. Serves as backup to Admissions Desk function; provides coverage during Registration.
5. Researches and develops new procedures to better serve student population.
6. Provides departmental staff with updates on revisions to College policies or changes in INS, FERPA or NC Residency regulations.

Reporting Relationships:

Direction Received: Reports to the Associate Dean Business, International and General Studies

Direction Given: Direct supervision of two classified staff: one Administrative Clerk and one Administrative Clerk Senior.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position’s role, scope, FLSA status, or grade.
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Minimum Requirements:
Requires an Associate’s Degree and 2-4 years relevant work experience.

Knowledge, Skills, Abilities and Worker Characteristics:

- Working knowledge of INS (Immigration & Naturalization Services) regulations
- Working knowledge of FERPA (Family Educational Rights & Privacy Act) regulations
- Working knowledge of North Carolina residency policies
- Interpersonal/Intercultural skills; the ability to interact with persons of diverse backgrounds
- The ability to prioritize projects; perform multi-tasking; excellent organizational skills; good time management skills
- Excellent communication skills – both oral and written
- Resourcefulness; solid research abilities
- Knowledge of computers and basic software packages

Working Conditions:

Typical Office Environment
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