

POSITION VACANCY

May 15, 2015

Name of position: Admissions & Records Specialist I
Continuing Education Services (CES)
Applications accepted through: May 29, 2015
Effective date of employment: August 1, 2015
Length of employment: Full-time
Salary range: Commensurate with education and experience

Position requirements:

Associate Degree in one of the following areas is required: Office Systems, Human Services or related field. Must have experience with Microsoft Office applications, including Word and Excel, and strong communication skills to assist students, parents, instructors, staff and the general public. Experience with the Ellucian Colleague computer system is preferred. Must possess ability to work with diverse populations with customer service focus. A minimum of two year relevant experience required. A National Career Readiness Certificate is preferred.

Position duties:

- Serve as initial contact for prospective & current students, process registration forms, and maintain accurate & confidential student academic records.
- Assist directors, coordinators, and instructors with course documentation, when necessary.
- Provide a variety of administrative supports to include database management (accuracy of registration forms, verifying entry date, verifying contact hours, entering grades, and printing grade rosters), typing, word processing, answering inquiries, greeting public, answering telephone, and other duties related to the admissions and records process.
- Perform various management processes in Colleague to assist CES Registrar in course management, program audit, registration reporting and Institutional Class Reporting (ICR) Report.
- Process record files, transcripts, and maintain student's records.
- Serve as lead registration subject matter expert for the department, process all registration documentation, maintain accurate records.
- Assist in auditing department files.
- Must possess ability to work with diverse populations and have a customer service focus.
- Maintain awareness of federal and state regulations to assist Director in reporting student data.

- Identify and improve upon work-flow areas to provide improved customer service to Continuing Education existing and potential customers.
- Work closely with other team members of the CES Admissions & Records Office and perform related functions in the area.
- Perform other duties as assigned by the Director Admissions & Records – CE.

If selected for employment, the applicant must submit to a criminal background check and drug screening.

INSTITUTION: *Wayne Community College is a member of the North Carolina Community College system. Located in Goldsboro, the college serves Wayne and adjoining counties. Wayne Community College is an affirmative action/equal opportunity employer. A Tobacco Free Campus as of August 1, 2009.*

APPLICATIONS: *Submit an original Wayne Community College [employment application](#) and all support materials, including copies of transcripts of all post-secondary studies to Human Resources, Wayne Community College, and P. O. Box 8002, Goldsboro, NC 27533-8002. Applications will be screened and the most qualified applicants interviewed. All applicants will be notified when the position selection has been made.*