

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Rising Star Program Admissions Specialist
DATE PREPARED: Spring 2008
DATE REVISED: Fall 2008, Spring 2009, Fall 2009; Summer 2012; Spring 2015; Fall 2016

GENERAL SUMMARY:

A multi-faceted position responsible for providing specific services to program applicants, students, staff members of the Rising Star Program. Responsible for the matriculation process of all students designated as Rising Star students which include, processing program admissions applications, extensive data entry for all students designated as Rising Star students, and maintenance of all student records into the district digital imaging system. Responsible for a high volume of data entry, records tracking, massive mail out correspondence, and report production connected with the existing and newly admitted students into the program. Performs advanced office activities and record keeping; requires the exercise of initiative and independent judgment in a multi-task environment, a high degree of attention to detail, and the ability to work within constraining deadlines.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Processes applications for enrollment into the Rising Star program; accepts applications, inputs data, verifies for completeness and accuracy and screens students for eligibility into the program. Responsible for maintaining related databases and/or spreadsheets.
- Assists students, parents, and visitors with any program enrollment process information that is requested. Provides a one-stop with regards to admissions into the program and orientation related to necessary documentation to finalize admissions process.
- Responsible for proper documentation of receipt of required Rising Star program documents, and for initiating follow-up correspondence with students whom have not completed the matriculation process.
- Responsible for accurate data entry and data processing from a wide variety of source documents, such as but not limited to, high school transcripts, program admissions applications, etc. Works within specified input guidelines and departmental priorities. Responsible for acquiring clarification of data and researches related information.
- Responsible for scanning documents into the District digital imaging records management system, as well as managing individual student files within the department.
- Works collaboratively and coordinates efforts between district and all college locations in preparation of all newly entering Rising Star designated students.

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PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

- May participate in recruiting activities for the program.
- Performs other duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

Ability to lift and carry materials weighing up to 15 pounds.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Associate's degree or higher plus three years' experience working in an office environment with a high degree of data input and/or working in an educational environment within the area of admissions or student services or graduation from high school or equivalent plus five years experience working in an office environment with a high degree of data input and/or working in an educational environment within the area of admissions or student services. Ability to coordinate employee and office activities. Advanced knowledge of computer technology software packages for a high degree of data entry and report production. Ability to interpret and apply administrative and department policies, regulations and rules; understand and follow complex oral and written instructions; compose correspondence independently, keep complex records, and prepare reports. Ability to interact with a wide range of DCCCD staff, students, faculty, and external agency representatives from diverse backgrounds. The ability to provide quality customer service. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

05/28/08 – cep
revised: 11/13/08-cep-adhoc
revised: 04/2009 – adhoc –msv
revised: 04/2009 – adhoc - msv
revised: 09/01/09-cep-rje
revised: 08/2012 – emm
revised: 04/2015 - emm
revised: 12/2016 - emm
ADA/tmm 12.14.18