

The University of Texas at San Antonio

Job Description

Job Title: Enrollment Services Associate I
Code: 13680
Salary Grade: 54
FLSA Status: Non-Exempt
Department/Division: Various Enrollment Services Departments/Student Affairs
Reports To: Various

Summary

- Function: Provides entry level skills and knowledge for a variety of administrative, technical and/or processing duties or specialized activities for various enrollment services units.
- Scope: Responsible for processing a variety of documents and/or processes and interpreting rules and needs of students for various enrollment services units.

Duties

- Typical:
 1. Assists with processing paperwork for various enrollment units that may include admissions applications, transcript processing, financial aid document/paperwork, registration, residency status, NCAA eligibility documentation, enrollment, graduation, or other enrollment eligibility and/or needs.
 2. Assists with counseling students on various enrollment issues that may include admissions eligibility, NCAA eligibility, residency status, veteran's certification, enrollment and/or registration, or financial aid eligibility, or other related enrollment eligibility and/or needs.
 3. Maintains records as needed for all enrollment services units.
 4. Assists with evaluations to reach a determination and answers inquiries from other areas on campus as needed for all enrollment services units.
 5. Assists with document intake, imaging and indexing for all enrollment services units.
 6. Performs other duties as assigned for enrollment services units.
- Periodic:
 1. Participates in committees and/or conferences and meetings

Education

| Required | Preferred |
|--------------------|---|
| High School or GED | Bachelor's Degree from an accredited university |

Other Requirements

| Required | Preferred |
|--|------------------|
| Demonstrated organizational, written, and verbal communication skills; interpersonal skills. | N/A |
| Ability to multi-task and work cooperatively with others. | |
| Criminal Background Check (CBC) | |

Experience

| Required | Preferred |
|---|------------------------------|
| One year of full-time equivalent experience in enrollment management/services, data entry, customer service, student service, paperwork processing. | One year in Higher Education |
| Bachelor's Degree may substitute for the experience | |

Equipment

| Required | Possible |
|---|---|
| Standard Office Equipment; Microsoft Office | Occasional Evening and/or Weekend hours |

Working Conditions

| Usual | Special |
|---------------------|----------------|
| Normal Office Hours | N/A |

Supervision

| Received | Given |
|-----------------------------------|--------------|
| Enrollment Services Associate III | N/A |

Accuracy

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|--|
| Proficiency in all phases of the duties performed. |
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.