

JOB DESCRIPTION:	Admissions Records Assistant		
DEPARTMENT:	Undergraduate Admissions & Recruitment		
REPORT TO:	Undergraduate Admissions Director		
EEO CLASSIFICATION:	Administrative Support Worker	FLSA STATUS:	Non-Exempt
CUPA HR CLASSIFICATION:	#522000	DATE APPROVED:	03-MAR-2025
		DATE MODIFIED:	

SUMMARY: Provide support to the overall customer services for the department and process records for admissions recruitment.

DUTIES:

1. Provides comprehensive clerical support to department including but not limited to correspondence, filing, phones, and anything related to the clerical needs of the department.
2. Retrieves and process admission documents which include but not limited to transcripts, test scores, and usernames.
3. Creates and manages reports for data review and internal audits. Ensures accuracy of information in the system and corrects errors found during reviews.
4. Assists the department with GPA calculations as needed.
5. Responsible for file maintenance in department including filing and/or electronic filing, organizing, retrieving documents for audits, etc.
6. Assists staff, faculty, and students with basic interpretation of departmental procedures.
7. Coordinates meetings as needed or assigned including arranging for space, receiving RSVPs and ordering needed supplies and setting up and tearing down from meetings.
8. Follows up as needed with employees and supervisors regarding a wide variety of departmental issues to ensure documentation and information is accurate and up to date.
9. Assists in preparation of paper, electronic documents, and communications. Reviews documents and electronic resources, as per departments activities or needs.
10. Understands and refers students to correct academic advisors for assistance. Assists in maintaining student advising files, either electronic or hard copy, as needed.
11. Provides support to the department and supervisor for all activities and projects. Assists with departmental logistics.
12. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** High school Diploma or GED with 2 years of experience in office setting required. Associates degree preferred. Must demonstrate ability to work with Microsoft Office (Word, excel, outlook). Bilingual (Spanish) preferred.
2. **Job Knowledge:** Working knowledge of basic office functions. Highly organized and able to work on multiple projects simultaneously. Ability to think critically and address data issues as they appear. Ability to provide and maintain reports to ensure data accuracy.
3. **Working Conditions/Physical Demands** (With or Without Accommodations):— Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on

circumstances.

4. **Other Requirements:**

- a. Requires a valid driver's license.
- b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)