ADMISSIONS AND RECORDS SPECIALIST
Two positions available

RESPONSIBILITIES
- Evaluate all incoming transcripts and determine transferability of transfer course credit
- Enter evaluated courses into the student information system and provide copy of evaluation to students
- Assist with the transferability of courses
- Assist with daily office tasks such as registration, data entry, updates, mailings, assisting walk-in traffic, etc.
- Serve as a resource for the College regarding admissions policies and processes
- Assist faculty, chairs, and deans with class records including grade changes and online faculty portal
- Download, review, code and update admissions applications and verify input into the student information system
- Process additional admissions documents and enter data into the student information system
- Review admissions applications and issue unique Midland College identification number to students with no SSN
- Main point of contact for WRTTC in Fort Stockton for admissions process
- Process and code TSI Assessment, ACT, SAT, and STAAR/EOC scores
- Enter TSI compliance based on transcripts; process and code official high school and college transcripts
- Assist with dual credit admissions and processing; prepare official transcripts for student requests
- Assist with reporting, graduation and training of new office personnel
- Other duties as assigned

QUALIFICATIONS
REQUIRED:
- High school diploma or equivalent
- Two years of clerical experience
- Computer literacy including but not limited to data entry and word processing
- Knowledge of general office equipment such as copier and fax machine
- Must be able to communicate effectively in person to person situations in addition to engaging in general telephone assistance
- Demonstrated interpersonal, social and public relations skills and prior experience working with the public
- Ability to handle fast-paced work environment with interruptions and detail-oriented tasks

PREFERRED:
- One year of college or more highly preferred
- Experience working in a college setting; admissions or registrar’s experience highly preferred
- Experience working with online databases highly preferred
- Document imaging and knowledge of POISE software
- Understanding of the Texas Success Initiative, residency requirements, and computer programs such as Apply Texas and SPEEDE

SALARY
$2,376.58 per month. Excellent fringe benefits. Review of applications will begin August 1, 2016.

APPLICATION
Interested candidates should send a resume, completed official application, official transcripts sent directly from the institution(s) attended to Midland College Human Resources, and a statement addressing responsibilities, qualifications and how they meet the desired characteristics. Applications should be sent to: applymc@midland.edu
Natasha Morgan
Director of Human Resources/Payroll
Midland College
3600 N. Garfield
Midland, Texas 79705
(432) 685-4532

Midland College Is an Equal Opportunity Employer
This position is security sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. An employment offer is contingent on completion of a satisfactory criminal background investigation.