



POSITION ANNOUNCEMENT

Position: Admission Records Analyst

Job Description: Southwest Mississippi Community College is seeking an Admission Records Analyst. The position will perform complex and technical duties involved in the analysis and evaluation of student records and transcripts for graduation, transfer and certification; organize and supervise the enrollment of students into college credit courses. The position is under the supervision of the VP for Admissions and Records.

Major Duties and Responsibilities: Include but are not limited to the following:

- Perform complex and technical duties involved in the evaluation of student records and transcripts for completion of degree requirements. Analyze transcripts and interpret course descriptions for courses and units completed; determine level, content, unit value and grading system; utilize catalogs, various means of communication and appropriate reference materials. Determine students' eligibility for graduation; verify completion of requirements; prepare graduation lists for each semester by name, degree and major; compute statistical graduation data; order diplomas and certificates.
- Assist in the coordination of the enrollment process at the college.
- Provide technical assistance and guidance to students, staff, counselors, faculty and administrators in the interpretation and clarification of enrollment, graduation, academic transfer policies, requirements and procedures; advise counselors as requested in analyzing student records.
- Assist the Vice-President for Admissions and Records in planning, developing and implementing operations and procedures; recommend changes in enrollment procedures.
- Accept, review, and process application forms, review and determine residency status of applications using state residency regulations; notify students of need for additional information or documentation. Provide technical assistance and guidance to other department staff members in determining the residency status for new and continuing students for tuition purposes.
- Monitor policy on transfer credits and refer needed modifications.
- Prepare and maintain a variety of records, reports and files.
- Collect, compile, verify and record information for the preparation of reports.
- Prepare and transmit correspondence for students, verifying student status, transfer and graduation requirements and other information; respond to requests from other educational institutions and agencies involving the verification of student status and records.
- Maintain inner office confidentiality.
- Answer telephone calls and greet front desk visitors politely and professionally.
- Dress appropriately and professionally for a postsecondary institution.
- Perform other duties as assigned for efficient operation of the Admissions Office for Southwest Mississippi Community College, the Mississippi Community College Board, and other governing agencies policies and procedures and standard business ethics.

Qualifications:

Required: Associate Degree with office management-related courses and experience or comparable work experience. Proficient in Microsoft Office including Outlook, Word, Excel, and Access. Excellent customer service skills and the ability to multitask efficiently.

Preferred: Degree in a business and/or computer related field and three years' experience working in a postsecondary or comparable office setting.

Contact: Send cover letter, resume, and application to Jennifer Knight, Human Resources Administrator, 1156 College Drive, Summit, MS 39666-9029 Phone: 601-276-3850, Email: hr@smcc.edu

Application Deadline: July 25, 2024 by 3:30 PM Failure to include requested application information (cover letter, resume, application) will preclude applicant from consideration of position. <https://www.smcc.edu/media/Staff-Application.pdf>

Non-Discrimination Statement: Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Mrs. Rhonda Gibson, Director of Disability Support Services, 601-276-3885; Mr. Blake Brewer, Vice President for Student Affairs and Title IX Coordinator, 601-276-3717, 1156 College Dr., Summit, MS 39666