

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
OFFICE OF THE CHANCELLOR**

POSITION DESCRIPTION A

Employee Name:
Division: Winona State University
Classification Title: Office & Admin. Specialist Sr.
Prepared By:

Position Control Number: 00212420
Activity: Admissions
Working Title: Freshman Coordinator
Appraisal Period: **To**

EMPLOYEE SIGNATURE/DATE

SUPERVISOR SIGNATURE/DATE

(this position description accurately reflects my current job)

(this position description reflects the employee's current job)

POSITION PURPOSE:

Process first year applications for admission, coordinate new student registration, and award scholarships.

REPORTABILITY

Reports to: Director of Admissions

Supervises: 1-2 work-study/student help employees

DIMENSIONS

Budget: n/a

Clientele: 7000 new student applicants

Make 3 Copies: Employee, Supervisor, Personnel Office

Principle Responsibilities and Tasks**1. Evaluate new student applications to determine admissibility**

- Determine what applications need action
- Review high school transcript for authenticity and determine class rank/GPA
- Review official ACT/SAT score from ACT/SAT official document, high school document, or official electronic document from ACT/SAT organization to determine score
- Review application to determine that applicant meets Minnesota State high school preparation requirements
- Key data into and maintain applicants Minnesota State admissions module database file
- Employ and maintain appropriate Minnesota State admission database module database file
- Employ and maintain appropriate Minnesota State admission database module rules to ensure correct admissions decision
- Compare information on application for admission with database information to ensure that correct data was input
- Generate appropriate correspondence to inform applicant of admission status
- Send each admitted student information about their Engage MyWarriorLife Portal along with their password and User ID
- Generate and send each distinctive admit a certificate honoring their achievement
- Receive and key appropriate data into database to record student cancellations of admission
- Report student cancellations to the Warrior Hub and the Housing Office
- Generate acknowledgement of cancellation letter and send to applicant

Priority: A Discretion: A Percent of Time: 60%**Essential Function: Yes****2. Coordinate new student registration**

- Determine appropriate portion of new student admit population to invite to New Student Registration. Analyze previous year's class and acceptance dates to determine what day to invite student to registration
- Generate invitation letter and send packet to student. Coordinate with other offices to include their information
- Receive reservation from student and record in database file
- Discuss and make alternate registration plans for students with conflicts
- Assign students to registration groups and registration times using Engage CRM.
- Produce a personalized daily itinerary for each student
- Coordinate receipt of printed handouts from various offices on campus to be stuffed into packets for each student campus
- Produce Personal Data Form for each student informing them of their WARRIOR ID, pin number and access code
- Share registrant information with the Warrior Success Center, the Warrior Hub, Information Technology, Deans, and other offices/individuals involved with registration so they will know who is attending and can sue it to plan their portion of registration day
- Identify students who need to submit final high school transcripts and send a listing to each high school
- If no response send letter to student requesting final documents. Record receipt of documents in student's database file
- Identify students who did not supply final documents and apply for registration hold on database
- Pull in large numbers of college transcripts prior to registration days, tracking which students have out-of-state or private school transcripts which must be received differently than Minnesota State institution transcripts

Priority: A**Discretion: A****Percent of Time: 8%****Essential Function: Yes****3. Administer new student scholarship awards**

- Award \$2,000,000 in scholarships of various types and amounts to incoming new students
- Record award amount in students' Minnesota State database file
- Send scholarship notification letter to recipient
- Receive notification of scholarship acceptance from awardee and record amount in database
- Inform Financial Aid Office of scholarship acceptances

- Identify recipients for unique University scholarships at the request of the University's Scholarship Administrator

Priority: A Discretion: A Percent of Time: 6% Essential Function: Yes

4. Report generation: Maintain knowledge of database and compile queries and reports for self and other offices on campus

- Create report detailing applications that require action
- Create query of student cancellations for the Warrior Hub and the Housing Office
- Create query of students who meet scholarship criteria, type of award, and amount of award
- Create query to inform Financial Aid Office of scholarship acceptances
- Produce numerous queries to find recipients for unique University scholarships at the request of the University's Scholarship Administrator
- Create query and report to produce Personal Data Form for each student
- Create query to inform the Warrior Hub of students who need to be assigned registration access codes and cohort groups
- Create query to inform the Warrior Success Center and Information Technology of students they need to prepare for New Student Registration
- Create query to invite appropriate portion of New Students to various New Student Registrations
- Create query to inform the Warrior Success Center of majors of incoming students so they can recruit an adequate number of faculty advisors for New Student Registration
- Create query/report to identify students who need to submit final high school transcript and send to each high school
- Create query to identify students who did not supply final documents and therefore require application of registration hold on database
- Create query to identify applicants who have taken the ACT
- Create queries to inform the Office of Equity & Inclusive Excellence and the WSU Bookstore of admits relevant to their situations
- Create query for Nursing Department and Alumni Office to enable them to award their scholarships

Priority: A Discretion: A Percent of Time: 13% Essential Function: Yes

5. Miscellaneous office duties

- Respond to incoming telephone calls
- Respond to emails
- Send correspondence to prospective students who have sent SAT reports
- Set up campus visit appointments for potential students/families
- Log and report document imaging errors to document imager

Priority: A Discretion: A Percent of Time: 8% Essential Function: Yes

6. Identify, combine, remove duplicate records from database

- Run query to identify duplicate records
- Utilize Minnesota State duplicate record removal screens to merge duplicate records

Priority: B Discretion: A Percent of Time: 5% Essential Function: Yes

NATURE AND SCOPE: (RELATIONSHIPS; KNOWLEDGE, SKILLS, AND ABILITIES; PROBLEM - SOLVING AND CREATIVITY; AND FREEDOM TO ACT)

RELATIONSHIPS:

This position maintains a relationship with the student from the time of application until enrollment occurs. This position works closely with the Warrior Success Center, International Student & Scholar Services, Housing, Information Technology, and the Warrior Hub. Several of these offices rely upon the Access query information this position produces for them.

Many of these offices work closely with the position as members of the New Student Registration Committee coordinating efforts to produce successful freshman registrations.

KNOWLEDGES, SKILLS, AND ABILITIES:

Minimum Qualifications:

Math – Sufficient to add, subtract, multiply and divide when working with student information.

Typing/Keyboarding (40 wpm) – Sufficient to draft correspondence to new students.

Data Entry Performance – Sufficient to enter information into the databases.

English (Speaking and/or Writing and/or Reading Orally) – Sufficient to communicate with students and customers of the department via email and in person.

Word Processing – Sufficient to draft correspondence for the department.

Spreadsheets – Sufficient to enter information into databases and manipulate the data.

Database Management – Sufficient to enter data into the student databases and run ad hoc queries and reports.

Bookkeeping – Sufficient to monitor scholarship information.

Customer Service Skills – Sufficient to provide courteous service to customers of department.

Lead Work Skills - Sufficient to help other staff troubleshoot databases.

Development of administrative and programmatic procedures – Sufficient to assist with the modification and development of policies and procedures.

Preferred Qualifications:

- Knowledge of the Family Rights and Privacy Act and Minnesota Data Practices Act.
- Excellent human relations skills to communicate with prospects/applicants/parents/high school counselors, often regarding unpleasant circumstances.
- Knowledge of Minnesota State policies and procedures.
- Ability to organize workload, determine priorities and multi-task.
- Ability to demonstrate meticulous attention to detail.
- Experience with databases and thorough knowledge of data integrity. Technical knowledge of query writing.
- Experience with Microsoft Office Products (Word, Excel, and Access)
- Experience with Knowledge Lake, Engage Connect and ISRS

PROBLEM SOLVING:

The incumbent is expected to identify problem areas and offer potential solutions, and perform difficult and varied tasks with considerable independence. The incumbent is to be able to decide when to solve problems directly with the person they have contact with and when it is appropriate to involve the Director or a Counselor. The incumbent may advise current and prospective students regarding department policies and procedures. Suggestions for improving procedures pertaining to departmental work are always welcome.

FREEDOM TO ACT:

Perform routing duties independently under general supervision, setting and scheduling own work in accordance with established and general policies and procedures requiring regular interpretation. Devise and employ the methodology for completing the tasks associated with this position.