Job Posting

Admissions/Transcript Assistant (Cisco Campus)

Date Posted: January 26, 2016
Posting End Date: Until Filled

Cisco College is accepting applications for the position of Admissions/Transcript Assistant. Minimum qualifications for this full-time position include a high school diploma, good organizational skills, effective verbal and written communications skills, and the ability to work collaboratively as a team member. (Please scroll down to review the complete job description for the position.)

Applications will be accepted until the position is filled. The position will be based at the Cisco College Campus in Cisco, Texas. It is a 12-month position, plus benefits. Applications are received via email, fax, and USPS, but email is preferred.

Please note: A complete resume package must include a cover letter, completed and signed Cisco College Application (available on the “Employment” Page of our website at www.cisco.edu), resume, and copy of unofficial transcript (if applicable). Please ensure all required documents are included with your submission. Incomplete packages will be returned unprocessed.

Please submit your resume package to:

Pam Page
Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
Office: 254-442-5121
Fax: 254-442-5100
pam.page@cisco.edu

Cisco College is an Equal Opportunity Employer
Cisco College
Job Description

Job Title: Admissions/Transcript Assistant
Reports to: Dean of Enrollment Services
Classification: B Level/Assistant
Last Reviewed: 07/07/2015

Job Summary

Responsible for registering students and maintenance of all student records, including any correspondence pertaining to records of students enrolled in distance learning opportunities through the college.

The Admissions/Transcript Assistant will be expected to accomplish assigned duties in an efficient, effective and competent manner, and to strive for improvement and excellence in all work performed. Additionally, CC employees are asked to demonstrate a commitment to the comprehensive role of the community college as stated in the College Mission, and to cooperate and work harmoniously with College personnel and the public. All CC employees are expected to follow College policies, rules, regulations, and guidelines.

Primary Duties

1. Responsible for all transcript requests whether they are current, on microfilm, LVN, or CEU.
2. Answer calls about Cisco College and registration information.
3. Assist people at the counter.
4. Update coding in student information system.
5. Process schedule changes, drop slips and withdrawals.
6. Transcript report.
7. Scanning and shredding.
8. Responsible for incoming and outgoing mail.
9. Other duties as assigned.

Qualifications

1. Ability to effectively use databases preferred.
2. Good written and verbal communication skills.
3. Ability to work collaboratively with others.

Reviewed: 7/7/2015
Last Updated: 7/7/2015