



*Job Posting*

**Admission Specialist (Abilene Campus)**

**Date Posted:** 11/5/2022  
**End Date:** Until Filled

The Admissions Specialist is 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.

**A full job description is listed separately.** This is a full time position with a generous benefit package. Benefits are listed on the Cisco College Website under the *Employment* section.

A **complete** resume package includes a *completed and signed* Cisco College Application (located on the Employment Page of our website at [www.cisco.edu](http://www.cisco.edu)), cover letter, resume, and unofficial copies of transcripts. *Please ensure all required documents are included with your submission as incomplete packages will be returned unprocessed.*

Complete resume packages may be submitted to the following address or email:

Laurie Kincannon  
Director of Human Resources  
Cisco College  
101 College Heights  
Cisco, Texas 76437  
Office: 254-442-5121  
[humanresources@cisco.edu](mailto:humanresources@cisco.edu)

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# CISCO COLLEGE

## Job Description

**Job Title:** Admissions Specialist-Abilene Educational Center

**Reports to:** Director of Enrollment Services/Registrar

### Job Summary

The Admissions Specialist is 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 Specialist 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.

**Compensation:** \$22,126.00/year

### Primary Duties

1. Process pre-registration clearances for prospective students.
2. Process student registrations.
3. Process course drops and withdrawal requests for students.
4. Maintain student records.
5. Process student academic enrollment verifications.
6. Process incoming transcripts.
7. Assist faculty and staff with student information as requested, observing legal and ethical standards.
8. Assist with census rosters and grade sheet processing.
9. Assist with Cisco Advising, Registration, and Group Orientation (CARGO) sessions.
10. Not required, but encouraged to serve on College committees when input and expertise is beneficial to the College.
11. Facilitate communications to and from Enrollment Services Office and Abilene Center personnel.
12. Assist at front desk as needed.
13. Maintain procedures manual.
14. Train and manage student assistants.
15. Update and supply forms onsite.
16. Scan paperwork.
17. 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.
4. High School Diploma/Associate's or Bachelor's Degree preferred