JOB POSTING
Records Assistant III
(Greenbrier Valley Campus)

Summary of Responsibilities:
Perform clerical duties (record management, data entry, etc.) in the Office of Admissions in order to maintain an efficient flow of work in the area to better meet the needs of the students. Provide assistance to the Student Program Advisor and provide admission counseling to students.

- Admissions - Admission counseling with students, evaluation of admissions, entry of admission application data; maintain up-to-date accurate files on former, current and new admissions, coordinate admissions/record keeping of all off campus sites, work closely with the Director of Enrollment Services and the Student Program Advisor to facilitate quick, accurate processing, correspond with students regarding information needed to complete admission files sent to the Admissions department.
- Registration and Records – Responsible for data entry of registration forms, problem solve registration errors, make decisions regarding the registration of students, assist Student Program Advisor with the coordination of general registration activities. Maintain filing system (i.e., electronic; paper) of student records. Work closely with college personnel to coordinate document flow in a timely and efficient manner.
- Data Entry and Reports – Generate various reports (i.e., enrollment applications; tracking, etc.) for supervisor. Data entry for admissions and registrations. Proficiency in Banner and Query Reporter systems preferred. Generate unofficial student transcripts and class rosters.
- Administrative Assistance- Provide administrative assistance (i.e., scheduling; reports) to the Student Program Advisor. Responsible for ordering materials and office supplies for the Office of Admissions, to include maintaining stock/inventory.
- Communication/Faculty Liaison/Referrals – Professional, respectful demeanor with excellent oral and written communication with students, faculty, staff, administrators and the general public. Collaborate with faculty and staff to improve student services and to maintain current records.
- Responsible for letter generation to students and mailings.

Position may require travel between campuses.

Education:
- Associate Degree or 18 months of post-secondary education in a related field

Experience:
- Over one year of experience in an office setting with duties such as filing, data entry, management of records, customer service, etc.
- Preference may be given to experience in a college office setting.

An equivalent combination of education and related experience are acceptable.
Skills, Knowledge and Abilities:
- Extraordinary time management skills
- Excellent typing skills
- Ability to multitask
- Ability to work with diverse groups of students
- Excellent written and oral communication skills
- Proficiency in database and query applications
- Computer skills to include accurate data entry
- Extensive knowledge of general office practice and procedures
- Knowledge of college practices and procedures is preferred

Reports to: Director of Enrollment Services

Classification/Compensation:
This is a classified, non-exempt position; pay grade 13, starting at $23,837. Internal candidates meeting the minimum qualifications will be given preference.

Applications:
Only candidates meeting the minimum qualifications will be considered. Candidates must submit the following material: Cover letter to include position of interest, résumé, contact information for three references and copies of college transcripts and certifications to the address below. Application material must be received by May 14, 2010, 4:00 p.m. All positions are subject to funding availability. AA/EOE/ADA

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Human Resources
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