

Barton County Community College

Job Description

*Position Title: Enrollment Specialist-A	Prepared On: 1-15-09
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Department: Fort Riley Support	*Grade: 6
Reports to: Customer Services, Enrollments & Accounts Coordinator	*Classification: Non-Exempt
Supervises: 0 Direct 0 Indirect	Effective Date: 1-15-09
Approved by: JAK	Revised Date: 1-24-17

Role: Responsible for enrolling and processing enrollments for LSEC, Bartonline and College Programs, BSEP and Unit Classes as well as tracking the Certification Rosters for LSEC, College Program, BSEP and Unit Classes for Fort Riley and Fort Leavenworth.

Major Duties and Responsibilities:

% of Time	Major Duties and Responsibilities (greatest in importance)	(E) Essential or (N) Nonessential
45%	Coordination and processing bulk of enrollments for all programs (Bartonline, LSEC, College Programs, BSEP, Unit Classes for Fort Riley and Fort Leavenworth)	(E) Essential
10%	Responsible for processing drops (LSEC, College Programs, BSEP, and Unit Classes for Fort Riley and Fort Leavenworth)	(E) Essential
10%	Works with Customer Service Representatives and Customer Services, Accounts and Enrollments Coordinator to maintain a weekly census for GoArmyEd and learning management system specifically for Fort Riley LSEC.	(E) Essential
5%	Help cover office duties; to include peak enrollment	(E) Essential
5%	Assists in enrolling students into courses.	(E) Essential
5%	Processes Cert Rosters for LSEC, BSEP, College Program, and Unit Classes	(E) Essential
5%	Provide backup assistance for Customer Services, Enrollments & Accounts Coordinator	(E) Essential
5%	Responsible for checking prerequisites for LSEC and College Program classes.	(E) Essential
5%	Maintains a census for Bartonline classes and performs a final census on each session after enrollment closes.	(E) Essential
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5%	Performs other duties as needed or assigned.	N

100% (Percent of time must total 100 %.)

Expectations:

1.	Commitment to confidentiality standards
2.	Enforce college policy and procedures
3.	Demonstrated commitment to the highest ethical standards of professional practice, as well as personal and professional integrity
4.	
5.	

Knowledge and Skills:

*Experience:	Six months to two years of similar or related experience.
*Education:	A high school education or GED.
*Interpersonal Skills:	Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the college for purposes of giving or obtaining information, building relationships, or soliciting cooperation.
Other Skills:	Organizational and follow-up skills. Effective communication skills. Ability to analyze and solve problems.

Physical Safety/Working Environment:

*Physical Safety:	The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, carrying of light items, driving an automobile, etc. No special physical demands are required to perform the work.
*Working Environment:	<input checked="" type="checkbox"/> Regular exposure to favorable conditions such as those found in a normal office or classroom. <input type="checkbox"/> Occasional exposure to objectionable conditions or variations such as those found in variable weather conditions or light industrial settings. Regular exposure to unfavorable environments such as: <input type="checkbox"/> weather <input type="checkbox"/> body fluids <input type="checkbox"/> toxic laboratory

	<ul style="list-style-type: none"><input type="checkbox"/> industrial chemicals<input type="checkbox"/> confined locations<input type="checkbox"/> dirty and noisy locations <p>Employees may be required to use personal protective equipment such as masks, coats, gowns, boots, goggles, gloves, or shields.</p>
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*Information copied from the results of the Compease Salary Administration software.

This Job Description is not a complete statement of all duties and responsibilities comprising this position.