

INDIANA UNIVERSITY SOUTHEAST JOB SPECIFICATION

JOB TITLE: Applications Processor

DATE: 04/02

JOB PURPOSE: Under moderate supervision, performs a variety of non-routine clerical tasks relating to the processing of applications for admission.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Separates and sorts application materials, pulls any incomplete applications; matches incoming transcripts from other schools to applicant's IUS file.
2. Processes applications; evaluates high school transcript and standardized test scores; determines applicant's status.
3. Produces and sends acceptance letters to newly admitted students; sends placement testing information.
4. Updates, retrieves, and loads Military credit transfer work.
5. Retrieves all non-matriculating student files from divisions after each session; mails questionnaires.
6. Enters admissions data for Liberal Studies Master and Purdue Statewide Tech programs.
7. Orders IU transcripts from Registrar's Office
8. Responds to in-person and telephone inquiries; answers or refers to appropriate office or individual.
9. Assists in registration; prepares admission tickets; directs students; locates files and retrieves information..

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

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MINIMUM REQUIREMENTS

Education: Requires basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc., as might be acquired through the attainment of a high school diploma or GED.

Experience: 1 year office experience.

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of standard office procedures and equipment.

Good communications and customer service skills.

Knowledge of computer and database/word processing software.

Ability to deal with a wide range of people.

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