



Job Description

Lead Admissions Data Processor

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application Form](#), a cover letter, resume-curriculum vitae, and your salary requirements. Please email your application materials to HR@kwu.edu. In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. Make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this job is:

- Applications will be taken until job is filled.
- Interviews will begin when qualified applicants are identified, and continue until the job is filled.
- The job starts as soon as possible.

We will not check personal references or present and past employers without first notifying you of our intent to do so. KWU is an Equal Opportunity Employer

ADMINISTRATIVE INFORMATION

JOB TITLE: Lead Admissions Data Processor

JOB'S OPERATING GROUP: Advancement & Admissions

GROUP'S PURPOSE AND MAJOR RESPONSIBILITIES: The Advancement and Admissions Office advances the mission of Kansas Wesleyan University through exceptional marketing and communications, student-centered recruiting, and donor-centered fundraising activities.

POSITION'S DEPARTMENT: Admissions Department.

DEPARTMENT'S MAJOR RESPONSIBILITIES: The purpose of the Admissions Department is to recruit, admit and enroll prospective students in becoming members of the Kansas Wesleyan University community. The Department is responsible for conducting all activities to accomplish enrollment goals set by the institution.

JOB'S DIRECT SUPERVISOR: Angela Keopraseuth, Associate Director of Operations for Admissions

DATE JOB LAST REVIEWED OR ANALYZED: October 2020. Kenneth Oliver-Vice President Advancement, MARCOM, and Admissions; Angela Keopraseuth-Associate Director of Operations for Admissions, and Becky Mathews-Human Resources

JOB'S EMPLOYMENT STATUS: Staff, Full-Time, Exempt, At-Will

JOB'S SALARY OR SALARY RANGE AND BENEFITS: Individual salary to be determined at hiring based on the person's qualifications and experience. Full-time, staff benefits are included.

JOB INFORMATION

JOB SUMMARY: Lead Admissions Data Processor performs data entry of admission applications and general student information; processes high school and college transcripts; enters test scores; and reviewing student files that are ready for an admissions decision.

JOB WORKS WITH: All employees of the University to include administrators, staff, faculty, and students.

JOB'S STAFF AUTHORITY: None

JOB'S BUDGET AUTHORITY: None

JOB'S PHYSICAL WORKING CONDITIONS: 90% Office environment and 10% campus environment. Position requires standing, sitting, stooping, filing, keyboarding/typing, speaking, seeing, hearing, walking and other similar motions and activities

JOB'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None

POSITION'S EQUIPMENT: University phone system, University computer system, desktop computer.

POSITION'S WORK SCHEDULE: Monday through Friday 8 a.m. to 5 p.m. schedule with additional hours as required by university and group needs. A normal work week will be 40 hours with periods of time when overtime will be needed.

TRAVEL REQUIREMENTS: none.

JOB RESULTS AND RESPONSIBILITIES

JOB'S ESSENTIAL DUTIES:

Admissions Processing (90%):

1. Performs data entry of admissions applications into Jenzabar CX.
2. Processes data entry of high school transcripts, test scores, enrollment agreements, scholarship offers, and enrollment fees in Admissions CX screens.
3. Performs educational background check via the National Student Clearinghouse to verify an applicant's previous college enrollments.
4. Creates and maintains well-organized admissions processing files.
5. Maintains student requests for address and name changes.
6. Performs clean-up of data entry and "not found" transcript files.
7. Reviews files for an admissions decision.
8. Assists students, faculty and staff with admissions matters.
9. Provides backup for other areas of enrollment services as needed.
10. Creates new high school records for the Jenzabar CX database.
11. Downloads or imports daily applications, transcripts, and test scores.

JOB'S OTHER DUTIES (10%):

1. **PERFORM OTHER APPROPRIATE AND REASONABLY REQUIRED DUTIES AS ASSIGNED BY THE JOB'S SUPERVISOR.**

JOB QUALIFICATIONS

EDUCATION:

- MINIMUM REQUIRED: High School Diploma
- PREFERRED: Associate Degree or above

CERTIFICATIONS AND LICENSES:

- MINIMUM REQUIRED: None
- PREFERRED: None.

WORK EXPERIENCE:

- MINIMUM REQUIRED: 1 to 3 years related professional work experience in higher education or similar customer service capacity and data processing.

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA's:

- MINIMUM REQUIRED
 - Commitment to the philosophy of private higher education and the mission of the University.
 - Demonstrable ability to maintain confidentiality
 - Ability to communicate verbally and in writing clearly and concisely.
 - Ability to take care of the customers' needs while following institutional procedures.
 - Ability to pay attention to the minute details of a project or task.
 - Ability to bring energy to the performance of the task.
 - Ability to exhibit a cheerful demeanor toward others at all times,

- Ability to make decisions or take actions to solve a problem or reach a goal.
- Ability to get along well with a variety of personalities and individuals.
- Ability to be dependable and trustworthy.
- Ability to comprehend complex technical topics and specialized information.

NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of the University, all employees of Kansas Wesleyan are considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered to be “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a United Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.

AGREEMENT SIGNATURES

I have read, understand, and accept this Position Description and more specifically the duties and standards of performance associated with this position and agree to be held accountable for successfully completing these duties and standards of performance. In addition, I agree to be held accountable for following the policies and processes as outlined in the KWU Employee Handbook, and acknowledge receipt of the handbook.

Employee’s Signature _____ Date ____/____/____

Direct Supervisor’s Signature _____ Date ____/____/____

A copy of the signed PD is to be retained by both the position employee and their direct supervisor. In addition, a signed copy is to be given to and retained in the Group’s Performance Files and the HR Department.