UNIVERSITY OF WISCONSIN-SUPERIOR
Position Description
Admissions & Records Specialist – Undergraduate & Graduate Admissions

Working Title: Admissions & Records Specialist
Title/Classification/FTE: Admissions & Records Specialist – Undergraduate & Graduate Admissions, University Services Associate, 100%
Position Reports To: Executive Director of Admissions

Position Summary:
Reporting to the Executive Director of Admissions, this collaborative position is responsible for data entry, data integrity, and data processing of admissions applications and supporting documents for the Office of Admissions. This unique position shares time between undergraduate application work and graduate application work, adding variety to the position as well as supporting the varying recruiting timeline needs of both offices. This position also will spend roughly 10% of its time supporting operations of the Financial Aid Office including some weekly and monthly data entry, reporting, and communication. This position requires a high level of efficiency, attention to detail and a considerable amount of technical independent judgement within established policies and procedures while working with systems such as PeopleSoft SIS, Perceptive Content/Image Now, Terra Dotta, and others. The position requires the ability to work independently as well as part of a team, in addition to upholding a strong commitment to professionalism, customer service, flexibility, communication, accuracy, and integrity.

Duties and Responsibilities:
Undergraduate & Graduate Admissions

1. Process electronic applications and enter data into the student information system confirming accuracy of information. Maintain attention to detail across all application types with a strong focus on non-degree and international applications.
2. Follow federal, state and institutional guidelines concerning record retention.
3. Assist in managing the EApp to PeopleSoft Conversion System for the campus to ensure proper electronic delivery and uploading of all applications as well as managing the UW System Majors Database.
4. Serve as primary processor of data loads including ACT, SAT, and AP Scores into the appropriate systems.
5. Run checklist process in PeopleSoft to assign a checklist to each graduate application, updating manually and regularly as materials are received.
6. Process additional documents required for graduate international student admissions such as TOEFL scores and financial verification.
7. Monitor and record payment of deposits and matriculate students in PeopleSoft. Maintain records of receipt of application fees and make weekly deposits with the Cashier's Office.
8. Determine residency of applicants in accordance with UW System Statutes.
10. Process NTW (nonresident tuition waiver) and Beecroft applications for graduate students.
11. Ensure application materials are received and processed in a timely manner and are scanned into imaging system. Application materials are checked from a variety of sources including Parchment, National Student Clearinghouse, and through mail or email. Manage ADDDOX files from UW System.
12. Ensure files for each admission application are complete and forward prepared materials to individual Program Coordinator as well as utilizing ImageNow workflow rules for file review.
13. Manually create PDF from acceptance email sent to graduate students.
14. Assist prospective students in determining their entry status and clarify application details such as student type, special course intent-to-enroll, and residency clarification.
15. Communicate with other departments and personnel both on and off-campus on reporting, documents, or student inquiries when applicable.
16. Consult with Graduate Program Coordinators on issues related to applicant's file and confer with prospective Graduate Students regarding incomplete applications and issues with application items.
17. Upon acceptance to Graduate Studies, communicate with students regarding final admission procedures as well as on-going communication with our graduate recruitment partner.

18. Work in cooperation with the Institutional Research Office to verify accuracy of data and deliver reports in the area of graduate admissions for internal and external constituents.

Financial Aid Responsibilities and Other

1. Process loan default communication.
2. Process teach grant communication for students.
4. Process exit counseling for students.
5. Manage financial aid supply ordering as well as WISER reconciliation on overhead account.
6. Manage weekly communication for FAFSAs not loaded, SSN mismatch and rejected ISIRs.
7. Cross train on and serve as a back-up for other Undergraduate Admissions Functions on all other areas of application processing and data entry.
8. Cross train on and serve as a back-up for other Graduate Admissions Functions including: graduate degree audit processing, posting degrees, printing diplomas, assisting with course add/drops, assisting with course enrollment, and PeopleSoft testing.

Knowledge, Skills, and Abilities:

1. Computer Skills: Microsoft Office Suite, electronic fee collection systems, Student Information Systems (such as PeopleSoft) preferred.
2. Strong ability to work independently, collaboratively, as well as with a team.
3. Experience with collecting, managing, and reporting on data; testing and checking data integrity; data clean-up.
4. Strong attention to detail, strong ability to prioritize and adapt, ability to multi-task and problem solve.
5. Strong ability to work jointly across different processing responsibilities with counterpart; ability to follow documentation and procedures and maintain documentation.
6. Professional and positive written and oral communication skills. The ability to communicate and work well with a broad range of individuals which could include UW System personnel, IT, Registrar’s Office, Financial Aid, Continuing Education, other Admissions staff, faculty and faculty support personnel, students, parents and guardians.
7. Understanding of University admission policies, procedures and requirements.

Required Qualifications:

- Associate’s degree from an accredited institution or comparable experience related to the duties and responsibilities of the position
- Professional work experience with data entry, reporting and data processing

Desirable Qualifications:

- Bachelor’s degree from an accredited institution or comparable experience related to the duties and responsibilities of the position
- Experience working with student information systems (preferably PeopleSoft)
- Experience working with a document imaging system
- Experience working in a university setting