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# POSITION VACANCY ANNOUNCEMENT

## Admissions Assistant

### *INTERNAL POSTING ONLY - Repost*

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#### **General Description of the Position:**

The Admissions Assistant, under the supervision of the Director of Admissions, is responsible for the maintenance of the admissions database in regard to the implementation of Richmond Community College admissions policies and procedures.

#### **Responsibilities and Duties of the Position:**

1. Set up and maintain all admission and re-admission records for curriculum students on the administrative computer.
2. Provide all correspondence regarding admission of curriculum students.
3. Monitor all admission files to ensure their accuracy and completeness. Notify Registrar of transcripts that need to be reviewed for transfer credit.
4. Assist with providing the institution with a status report of students accepted for Fall semester on a weekly basis beginning June 1.
5. Set up and maintain admission files for competitive admission programs and provide correspondence regarding status for admission.
6. Process in-house records for students changing programs/curricula.
7. Verify enrollment for students requesting information for insurance purposes, background check, and send loan deferment requests to Clearinghouse.
8. Other duties as assigned.

#### **Minimum Education and Experience:**

Associate degree in an administrative office field or a high school diploma plus four years of acceptable work experience required. Computer experience required. Datatel proficiency preferred.

#### **Knowledge, Skills, and Abilities:**

Must possess above average skills in keyboarding, filing and computer operation. Computer experience to include Microsoft Office Suite of products. Strong data entry skills required. Must demonstrate good communication skills and deal effectively with RCC staff and the general public.

#### **Position Available:** Immediately

**Application deadline: January 6, 2010.** To apply: internal candidates need to assure that their Personnel file is current and complete. An updated application is to be attached to the Job Status Change Form and received by the deadline date. Incomplete packets will not be considered. Successful applicant must pass a complete background check.

**Salary:** RCC Salary Schedule, 12 A (\$ 28,608 annually), Full-time.

**Contact:** Sandy Yeatman, Director of Human Resources  
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**Richmond**  
COMMUNITY COLLEGE

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