General Description
Provides administrative support to a department, college, or unit.

Examples of Duties
- Coordinates the receipts of pertinent documents related to the completion of admission applications and/or financial aid.
- Serves as the initial screener for the accuracy and completeness of all admissions documentation.
- Updates and maintains the applicant records; monitors the files to ensure accuracy and completeness.
- Verifies the information maintained in the record keeping system.
- Provides technical support for on-line applications and downloading.
- Enters the data for admissions applications and updates to application files and student records.
- Provides departmental policy and procedure information to applicants, students, staff, and faculty.
- Makes policy recommendations concerning access to confidential student records.
- Responds to General Admissions inquiries via telephone or in person.
- Assists students with problems regarding admissions requirements and enrollment.
- Assists department members with special projects and on-campus recruitment events.
- Prepares materials, assembles information and correspondence for departmental mass mailings.
- Coordinates the collection of admission related data for various reports.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of computer applications and database management.
- Ability to accurately convey detailed information.
- Ability to communicate effectively verbally and in writing.
- Ability to work under stressful situations.
- Ability to work independently and perform assignments via oral and written instructions, and/or specific policies and procedures.
- Ability to utilize windows based computer applications and databases.

Minimum GSU Hiring Standards
High school diploma or GED and two years of administrative experience, including experience with a large filing system.