#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Admissions Assessor

**Job Number:** A-302 | VIP: 1233

**Band:** OPSEU- 5

**Department:** Recruitment & Admissions

**Supervisor Title:** Manager, Admissions

**Last Reviewed:**  April 20, 2021

#### **Job Purpose:**

Under the general direction of the Manager, Admissions, the Admissions Assessor supports the efficient processing of applications to the University.

#### **Key Activities:**

1. Share in responsibilities for processing a high volume of application documentation, and correspondence through all stages of the admissions process.
2. Support the admission process for all groups of applicants, including the evaluation of applicant credentials and files, admissions decisions, and exploring options with unsuccessful applicants (e.g. upgrading, interview process, etc.).
3. Field prospective student and applicant inquiries.
4. Import Direct Applications from the myTrent portal into Colleague, ensuring that all fields on the application have been completed fully and accurately.
5. Monitor the Errors folder in Laserfiche to ensure that documents are being moved to the correct applicant files and that any issues are flagged for the Manager, Admissions.
6. Track prospective students for communication and follow up, involving creation and maintenance of data collection, filtering and sorting against applicant information.
7. Enter applicant information into student information system database, Colleague.
8. Match documents arriving by mail with applicant files in Laserfiche to ensure efficient processing of applications and identification of missing information.
9. Assist with the production of correspondence, updating and editing of communication templates.
10. Support the transfer credit process by sending requests for course syllabi, following up on key documents, populating the transfer credit database and student records with transfer credit equivalencies, and liaising with academic departments to facilitate the assessment of course-to-course equivalencies.
11. Communicate with eligible applicants and current students to request course syllabi (from previously attended institutions) for transfer credit evaluation. Guide the student through the process and communicates outcomes. Ensure that the myTrent portal form table is completed accurately prior to sending to academic departments for review.
12. Prepare applicant information for evaluation including GPA calculations, academic transcript interpretation, and assessment of course eligibility and credential completion.
13. Prepare duplicate offer packages when an applicant requires a new package mailed.
14. Participate in prospective student and applicant conversion activities and events to provide admissions information and support.
15. Assist with research projects such as on admissions best practices and analysis of applicant data. Maintaining project records and files and compiling information for reports as required.
16. Other duties as assigned.

#### Education Required:

* University General Degree (3 years).

#### Experience/Qualifications Required:

1. Minimum of one year directly related experience in evaluation of post-secondary academic documentation in an admissions setting.
2. Experience with a Student Information System (Colleague preferred) in referencing and updating applicant information.
3. Experience with using Document Imaging software is preferred.
4. Proficiency in application of Microsoft Office Suite (Word, Access, Excel).
5. Experience with the use of databases for data entry, data sorting and manipulation, mail merges and spreadsheets.
6. Attention to detail and ability to coordinate and track large volumes of data required.
7. Excellent and professional customer service and communication skills.
8. Familiar with the Ontario secondary and post-secondary school systems.
9. Administrative office experience, filing, sorting.
10. Demonstrated ability to work independently and as part of a team.
11. Experience working in a fast-paced environment involving time-sensitive projects and where the use and security of confidential and sometimes sensitive information is required.

#### Supervision:

* No formal supervision of others is required.

**Job Evaluation Factors:**

**Communication**

Internal

* Faculty – evaluation of course syllabi
* Staff – ensures Admissions Officers have full details on any applicant communication; ensures any issues are flagged for Manager, Admissions; answering general admission questions from the Recruitment team

External

* Prospective students, applicants, Guidance Counsellors and families – ensures that details of applications (following FIPPA guidelines) and general admission information is communicated

**Motor/ Sensory Skills**

* Fine Motor Skills
  + Computer data entry requires accuracy, efficiency
* Visual
  + Data entry- to ensure accuracy

**Effort**

Mental

* Sustained Attention
  + Must be accurate in keyboarding

Physical

* Sitting and keyboarding
  + Physical effort required to perform data entry
  + Job requires a high level of screen-time