

MURRAY STATE COLLEGE
Tishomingo, OK -- Ardmore, OK
Job Description

ADMISSIONS SPECIALIST

General Description/Primary Purpose: This position reports to the Executive Director of Academic Records and is responsible for assisting with functions related to admissions, transfer, and veteran's educational benefits. This position is responsible for processing admission applications and ensuring data quality in the registration and admissions system. This position serves as a School Certifying Official for veteran's education benefits and assists with international student admissions.

Classification: Full-Time Non-Exempt Staff

Appointment: Twelve Months

Salary: NE3-Non-Exempt Staff
Full fringe benefits are included as part of the salary package.

Overview:

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area is comprised of small towns with a low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big-city offerings.

Essential Job Functions:

1. Assist students, faculty, and staff with admissions and transfer
2. Review admission applications, ensure that admissions documentation is complete, and ensure that data in the computerized system is accurate
3. Serves as the primary School Certifying Official and processing of veteran's educational benefits.
4. Enter data into the computerized registration system. This includes processing admission applications, enrolling students, updating student demographic information, submitting felony admission applications for background checks, etc.
5. Assist with correspondence with students, staff, and faculty
6. Assist with international student admissions
7. Assist in the evaluation and transcription of transfer credits

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8. Assists in problem resolution regarding academic student records and routes issues to other staff as appropriate
9. Assists with the processing of veteran's educational benefits and serves as a School Certifying Official
10. Attend professional development meetings on campus and statewide
11. Adheres to all institutional policies and procedures and all federal and state regulations
12. Exhibit pro-active attitudes and actions and perform job duties in a timely manner
13. Reports to the Executive Director of Academic Records
14. Maintain NIMS training as required, including the IS-700.a and IS-100.HE tests
15. Access to Internet 24/7
16. Accept other duties as assigned

Required Knowledge, Skills, and Abilities: Individuals must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the essential job functions can be performed, with or without reasonable accommodation, using some other combination of skills and abilities.

- Ability to use a computer and input/retrieve data.
- Ability to communicate effectively, both orally and in writing.
- Ability to accomplish job functions without direct supervision; must be self-motivated.
- Ability to handle several tasks at the same time and meet deadlines.
- Ability to use all equipment in the office, including but not limited to telephone, computer, typewriter, printers, copy machine, FAX machine, etc.
- Demonstrate skills in Word, Excel, and PowerPoint as well as software and systems relevant to the Registrar & Admissions Office.
- Ability to maintain filing system.
- Ability to maintain an attitude of service and to respect confidentiality.

Other Ergonomic Requirements This position requires sufficient manual dexterity to operate all equipment within the office complex, including but not limited to telephone, computer, typewriter, printers, copy machine, Fax machine. Sufficient manual dexterity to perform computer operations throughout an 8-hour day is required. Some amount of sitting, standing, stooping, kneeling, bending, crouching, lifting, walking, climbing, reaching, and carrying are required. All individuals are required to perform these movements without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions of the job.

Hours This position will generally require a 40-hour work week, Monday thru Friday, 8:00 a.m. to 5:00 p.m. However, job responsibilities may require work and/or travel at various hours.

Image Murray State College employees are expected to maintain a neat, well-groomed and

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professional image at all times.

Qualifications Associate degree in business/business-related field or other combination of education and experience.

Professionalism Members of the Murray State College staff are expected to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.

Background Check The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check.

Experience Two-year college and/or university experience in business services or related areas preferred. Experience and/or training in working effectively in a racially and/or culturally diverse workplace.

Application Process

1. Letter of application.
2. Resume.
3. Three letters of recommendation or college placement file with at least three recommendations.
4. Unofficial college transcripts (for both undergraduate and graduate course work). (NOTE: Official transcript(s) required upon employment.)
5. Murray State College employment application.

Submit applications to:

Human Resources
Murray State College
One Murray Campus, Suite AD 111
Tishomingo, Oklahoma 73460
humanresources@mscok.edu

Telephone: 580-387-7131

Application Deadline: Review of applications will begin immediately and continue until filled.

MSC participates in E-Verify.

MURRAY STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, student financial aid, and education services.

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