



## Savannah State University Position Description – Orientation Program Coordinator

### ***POSITION DESCRIPTION***

Position Title: Orientation Program Coordinator FLSA Status: Exempt  
Reports to: Assistant Director of Admissions for Operations  
Division: Admissions  
Date Prepared: October, 2010

### ***BASIC FUNCTION***

This position advises prospective students on admission requirements, processes/reviews applicant files for both new freshman and transfer students, evaluates academic transcripts, acts as a liaison to departments for proper evaluation of transfer credits, scans and performs data entries into SCT Banner, generates emails and letters to applicants regarding acceptance status, assists in answering phones. In addition, this position plans and organizes new student orientation programs in collaboration with the recruitment specialist designated to perform the same functions.

### ***NATURE & SCOPE***

Reporting to the Assistant Director of Admissions for Operations, this position is critical in establishing the beginning of an accurate file on a new student. In addition, this position helps ensure timely and accurate responses to prospective students and serves an essential communications role by answering phones and voicemail messages on a daily basis.

The Admissions Specialist evaluates each applicant file for admission. This position is expected to counsel and properly advise all potential applicants and enter data accurately into SCT Banner.

This position also provides administrative support in the Admissions Office by performing other support and office related duties that may be needed to ensure an effectively functioning Admissions Office.

This position is available to assist and support in other areas as assigned.

### ***PRINCIPLE ACCOUNTABILITIES***

- Evaluates incoming students' transcripts.
- Prepares, processes, evaluates and posts transfer credit hours and military credits from previous institutions.
- Inputs data into the computer using the SCT Banner system.
- Scans correspondence and prepares electronic documents (file records) each semester that will later be electronically sent to the Registrar's office.
- Codes and maintains SCT Banner system accordingly.
- Prepares correspondence (acceptance/denial, missing information, etc.) for distribution to prospective students.
- Co-plans, co-organizes and co-develops effective orientation program for new students (shared responsibility with designated recruitment specialist)
- Collects and records all residency verification documents for newly accepted students into Banner and forwards completed Residency Petitions to the Assistant Director for Operations.
- Advises prospective students regarding the admission application process.
- Assists in developing and maintaining current internal policies and procedures.
- Answers telephone on a daily basis.
- Assists in the Service Circle when necessary.

### ***SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED***

This position requires a four-year college degree. Excellent customer service, interpersonal and communication skills are required. Must be detail-oriented and an analytical thinker/problem solver. Familiarity and knowledge of SCT Banner system is preferred.