

## **Colorado Mountain College**

### **Position Description**

Title: Enrollment Services Assistant, Part-time, Maximum 28 hours per week  
FLSA Classification: Non-Exempt (Hourly)  
Hiring Rate: \$19.31 per hour

#### Primary Responsibility

Under the supervision of a designated supervisor, the Enrollment Services Assistant is responsible for assisting with enrollment, registration, and recordkeeping procedures in cooperation with faculty and administration at assigned campus. Illustrations of the work include, but are not limited to, any of the following: serves and assists students; assists admissions; registrations; processing and maintenance of student records. Activities are more complex and confidential and include responsibility for all clerical/technical aspects of a department or administrative office.

This position provides a variety of administrative support to assigned administrator and department; establishes, maintains, and ensures compliance of department records; assist with budgetary matters; tracks department funds and purchasing; compiles reports; and monitors assigned projects and/or program components. May handle a variety of clerical, student support, and facility coordination duties.

This is a part-time position which is limited to 28 hours per CMC's workweek. CMC's workweek is Saturday through Friday.

#### Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position. Examples may include: Bachelor's Degree from an accredited institution and one-year related work experience, or an applicable combination of formal education and experience that provides the training and experience necessary to perform the duties and responsibilities of the position.

Special Skills or abilities directly applicable to the position: Knowledge of a variety of standard administrative and business methods and procedures; standard Microsoft Office software. Familiarity with other software such as Access, Publisher, Photoshop, and InDesign beneficial.

Ability to: read, write, speak, and understand English well; operate variety of office equipment; proficient in computer applications, including word processing, spreadsheets and electronic mail; multi- task; meet deadlines; strong verbal, organizational, and interpersonal skills.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

### Essential Duties

1. Assists with the campus/department front desk activities including planning, organization, and coordinating of student registration and related activities.
2. Processes class changes.
3. Enters student registration related data.
4. Coordinates, monitors, maintains lists and files; prepares various reports.
5. Provides customer service.
6. Engages in general front office procedures; and provides information, data and general clerical support to faculty, staff, administration and students.
7. Coordinates programs, projects, events, special activities.
8. Gathers; coordinates; and assembles bulletin/brochures information and participates in production, course programming and scheduling;
9. Prepares and/or assists in development of instructional materials, reports, publications.
10. Performs other duties as assigned.

### Supervision Received

This position receives general supervision from a designated supervisor.

### Supervisory Responsibility

Position has no supervisory responsibility.

### Special Conditions of Employment

Successful completion of a background check is required. May require travel within the college district, altered work schedule and/or occasional evening/weekend hours. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

### Working Conditions

This position may require constant sitting, occasional standing, walking and driving; occasional climbing, balancing, stooping, bending, squatting; frequent handling objects, pushing/pulling, and reaching with hand/arms; and constant finger movements; occasional lifting, carrying, pushing/pulling up to 25 lbs.; ordinary talking, hearing and vision capabilities; constant reading/comprehending, writing, communicating orally, reasoning/analyzing, and frequently performing calculations. Work is performed using a computer and standard office equipment, and occasionally specialized equipment such as a document binding machine.

HR Reference Information:	
Position group and code:	530000
Date of review:	4.20.2017 110.39795 <i>format updated 01012021 updated 7012022</i>

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.

