



IVCCD

NOTICE OF VACANCY

POSTED INTERNALLY:

11/1/2021

MAY BE POSTED EXTERNALLY:

11/4/2021

- POSITION:** Admissions/Registration Specialist
- STATUS:** Full-Time
- CLASSIFICATION TYPE:** NON-EXEMPT (Hourly)
- LOCATION:** Ellsworth Community College
- JOB SUMMARY:** The purpose of this position is to serve as a front-line resource for prospective, current, and former students as well as their families as they work through the Admissions and Registrar's Office processes. Answers student inquiries about the college, handles all admissions office correspondence and schedules admissions activities; maintains accurate, confidential student files; enters all prospect cards, applications, transcripts, test scores, and student registration information on EX. This position digitizes all student records so they can be electronically retrieved in DocuWare.
- EDUCATION/
EXPERIENCE:** Completion of an Associate's Degree and two years of experience required. Experience can be substituted for education.
- ABILITIES:** Knowledge of and skill in using Microsoft Word, Excel, and PowerPoint. Work daily with the District's student information system and Microsoft Outlook. Knowledge of College operations, services, and policies. Knowledge of general office procedures and protocols. Strong interpersonal and communication skills and ability to work effectively with a wide range of constituencies in a diverse community.
- BASE WAGE:** \$ 12 - \$15 per hour.
- BENEFIT INFORMATION:** Actual annual salary will be based on experience and education and calculated for a full fiscal year, which is pro-rated to start date and FTE. This position offers a full-benefit package including health, dental, vision, and life insurances, long-term disability coverage, retirement plan, sick, vacation, and personal leaves, and staff development opportunities.
- TO APPLY:** Internal Applicants: must send a completed Internal Application Request form to ivccdjobs@iavalley.edu. This form can be downloaded from SharePoint, under Intranet/Human Resources. If not submitting a cover letter and resume, please note that the existing documents from the HR file should be added to the form for committee review.
- If you experience issues completing the employment application online please update your web browser or use a different browser and try again.
- External Applicants: Please click here for our online application http://www.iavalley.edu/district/forms/affirmative_action.php.
- Applicants will be asked to include cover letter and resume once the on-line application is ready to be submitted. Contact information is also located on our website.
- Faculty Positions: Send unofficial transcript(s) with application materials. Official college transcript(s) will be required at the time of hire.
- Non-Faculty Positions: Official college transcript(s) will be required at the time of hire.
- Athletics/Coaches: Official college transcript(s) are required only if combined with a regular faculty or non-faculty position.
- CLOSING DATE:** Open until filled

IVCCD is committed to provide equal opportunities in its employment practices and policies for all employees and applicants for employment without discrimination on the basis of age, color, creed, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, and veteran status.

Retaliation against any individual for reporting discrimination or assisting in providing information relevant to a report of discrimination is strictly prohibited by IVCCD and constitutes a violation of this policy.