

## Job Description

(For Positions in CAW Local 555, Unit 1)

*Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.*

JD #:	<b>JD00493</b>	Pay Grade:	<b>5</b>
JD Title:	<b>Admissions Team Processing Member</b>	JD FTE Hours:	<b>35</b>
Job Family:	<b>Registrar</b>		

### General Description

Responsible for the timely and accurate processing of undergraduate applications.

### Representative Duties & Responsibilities

- Provides applicants with their offer of admission or decline and ensures that the appropriate conditions, scholarship information and transfer credit are included in the offer. Requests and runs the production of admission letters by using the computer letter generation and PDF letter generation systems.
- Reviews files of all new undergraduate applicants to determine whether or not all required documentation in support of the application has been received.
- Processes all new undergraduate applications. Updates applicant data and grades in the database.
- Monitors admission systems error reports and corrects data errors in database.
- Provides orientation to staff on the use of the admissions system.
- Updates and maintains major code tables.
- Creates and composes condition codes for letters of acceptance templates.
- Writes and maintains a variety of procedure manuals.
- Writes and edits routine QMF queries.
- Composes and forwards replies to applicant, staff and faculty inquiries.
- Calculates applicant admission, scholarship and residence averages. Calculates final averages on foreign transcripts for scholarship and admission purposes.
- Downloads data files from the Ontario Universities' Application Centre (OUAC) and uses data to update tables. Incorporates datasets into QMF queries to produce reports and barcodes.
- Sets up and maintains filing systems both electronic and hard copy.
- Analyzes and resolves problems related to student applications and data.
- Assigns student numbers to undergraduate and exchange students.
- Answers or redirects general inquiries by telephone and via email, and responds independently to inquiries that are specific in nature and require a thorough knowledge of established policies and procedures.
- Provides information and clarification regarding admission rules and regulations.
- Remains current with changes to admission requirements and program prerequisites.
- Attends and participates in various University recruitment activities and events.
- Compiles and assembles admission packages.
- Monitors supplies inventory.
- Maintains and safeguards student application information.

### Supervision

- Ensures adherence to quality standards and procedures for short-term staff.
- Occasionally provides orientation and shows procedures to others.

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## Qualifications

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- 1 year Community College diploma in Office Administration, or related field.
- Requires a minimum of 2 years of relevant experience.

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## Effort

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### Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
  - Intermittent periods of keyboarding to word process documents and enter data into database.
- Elements of moderate physical effort are not a regular feature of this job.
- Elements of high physical effort are not a regular feature of this job.

### Mental Effort:

- A typical work day consists of up to 2 hours of routine mental effort for activities such as:
  - Collecting routine information, filing documents, word processing routine documents such as correspondence and forms and inputting data into database.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
  - Monitoring admission systems error reports and correcting data errors in database.
  - Providing clarification regarding admission rules and regulations.
  - Creating and composing condition codes for letters of acceptance templates.
  - Writing and editing routine QMF queries.
- Elements of high mental effort are not a regular feature of this job.

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## Working Conditions

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### Physical Environment:

- There are no adverse physical environment conditions inherent to the job.

### Psychological Environment:

- Occasionally interacts with individuals who may be rude or upset.
- Frequently handles competing requests and simultaneous deadlines.

### Health & Safety:

- Uses a ladder to retrieve and file applicant documents.

## Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	<b>JD00493</b>	Pay Grade:	<b>5</b>
JD Title:	<b>Admissions Team Processing Member</b>	Total Points:	<b>358</b>
Job Family:	<b>Registrar</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>3.5</b>	71
	2. Breadth of Knowledge	<b>1.0</b>	5
	3. Adaptation to Change/Updating of Learning	<b>2.0</b>	12
	4. Interpersonal Skill	<b>2.0</b>	23
	5. Education and Experience	<b>C2</b>	48
	6. Dexterity and Coordination	<b>2.0</b>	12
<b>Effort</b>	7. Physical Effort	<b>1.0</b>	3
	8. Mental Effort	<b>3.0</b>	55
<b>Responsibility</b>	9. Planning and Coordination	<b>2.0</b>	28
	10. Responsibility for Others	<b>2.0</b>	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	<b>2.0</b>	39
<b>Working Conditions</b>	12. Physical Environment	<b>1.0</b>	3
	13. Psychological Environment	<b>2.0</b>	10
	14. Health and Safety	<b>2.0</b>	16