

## Job Description for Temporary, Casual or Interim Positions

<b>Job Title</b>	Admissions Assistant		
<b>Interim Job Code</b>	INT118	<b>Pay Grid</b>	Temporary
<b>Student Work Program Job Code</b>	WPS118	<b>Pay Grade</b>	Level 2

### Job Summary

Responsible for assisting with the admissions process for a department's academic program. This includes assessing qualifications of all applicants according to prescribed requirements. In addition, processes, records, balances cheques and money orders from applicants.

### Accountabilities

1. Process all supplementary application fees including verifying deposits and preparing documents for posting in accordance with standard procedures.
2. Make weekly deposits of application fees in accordance with University policies.
3. Create and maintain databases with applicant information.
4. Liaise with the Registrar's Office, both in person and through email.
5. Assess eligibility of applicants including calculating grade point averages.
6. Assess and score supplementary applications in accordance with prescribed requirements.
7. Sort and file all application files.

### Qualifications

**Education:** Community College diploma in Office Administration or related field.

**Experience:** 6 months of related experience.

### Working Conditions

- Typical office environment

### Exclusions

- Do not plan, schedule, and coordinate events and orientation activities for newly enrolled students.
- Do not attend education fairs to promote programs and recruit applicants.
- Do not monitor budgets and reconcile accounts.
- Do not write a variety of documents such as correspondence, reports and meeting minutes.
- Do not plan or coordinate various recruiting events.