

Senior Processor  
North Carolina A & T State University

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Posted Oct. 11, 2019, expired Feb. 10, 2020

<b>Job Title</b>	Senior Processor
<b>Department</b>	Office of Admissions Processing
<b>Institution</b>	North Carolina A & T State University Greensboro, North Carolina
<b>Date Posted</b>	Oct. 11, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Admissions/Student Records/Registrar
<b>Job Website</b>	<a href="http://jobs.ncat.edu/postings/18957">http://jobs.ncat.edu/postings/18957</a>
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**Job Description**

The Senior Processor's primary purpose is to process prospective students' admissions applications and documents accurately and in a timely manner. They will also assist with quality assurance data review, document management and other duties as assigned. The position will serve as a primary back-up to the Administrative Support Supervisor, in support of leadership to the Administrative Support Associate team. Position is required to adhere to Federal, State, and University policies and regulations.

**Contact Information**



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**Contact**

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