

Admissions/Records Representative
Northern Illinois University

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Posted Feb. 15, 2021, set to expire Jun. 17, 2021

Job Title	Admissions/Records Representative
Department	Admissions Systems & Processing
Institution	Northern Illinois University DeKalb, Illinois
Date Posted	Feb. 15, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services Admissions/Student Records/Registrar
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Job Description	

The Admissions & Records Representative I position is responsible for evaluating admissibility of all undergraduate applications. This position requires high energy while operating in a fast-paced environment with ever-changing variables. The Admissions & Records Representative I is responsible for understanding, interpreting and implementing admissions practices and policies. They are also responsible for review, interpretation and evaluation of high school and college transcripts, as well as other supporting admission application documents, including but not limited to, personal statements, application fee waivers, ECE catalog match reports, GED certificates, military transcripts and documents, etc. for the purpose of evaluating a student's admissibility. The Admissions & Records Representative I will perform all duties according to the highest standards of service and performance, exhibiting professionalism, productivity, accuracy, efficiency, reliability, respect, and teamwork at all times.



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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