

SCHOOL DISTRICT OF ST. JOHNS COUNTY

ADMISSIONS SPECIALIST

First Coast Technical College (FCTC)

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High School graduate
- (2) Bachelor's Degree from an accredited college or university preferred
- (3) Associate degree or equivalent college coursework and / or admission experience
- (4) Any combination of education, training and student services experience that proves the required knowledge and abilities
- (5) Valid Florida Driver's License
- (6) Satisfactory criminal background check and drug screening

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of statutory and regulatory requirements in areas of responsibility. Knowledge of appropriate policies, guidelines and statutes related to Student Services to guide new students through the enrollment and registration process, helping with paperwork and motivating them to stay on track. Knowledge of high school diploma types, student scheduling and interpreting transcripts. Knowledge of recruitment. Knowledge of legislation and services for students with disabilities. Knowledge of financial rules, regulations, budget preparation and fiscal management. Ability to read, interpret and enforce the State Board Rules, Code of Ethics, FCTC Board Policies and appropriate federal and state statutes. Ability to develop concepts and ideas and to communicate these concepts in both oral and written forms. Ability to communicate accurate information about current program offerings, campus resources and career options. Ability to analyze and advise prospective students utilizing college admissions standards and guidelines. Develop strategies to communicate and enlist new students by identifying trends and data to support areas for growth and improvement. Ability to work cooperatively with school personnel, departments, community, and other agencies Ability to work with the public, communicate verbally and in writing, maintain confidentiality, and maintain accurate and complete student records. Possess the ability to present a professional image in all telephone, verbal and in-person contacts. Ability to schedule appointments, conduct face-to-face interviews, handle multiple priorities and numerous tasks effectively, efficiently, and timely. Ability to demonstrate problem-solving techniques. Ability to analyze, interpret and use data and prepare reports. Proficiency in the Microsoft Office Suite of applications and general office and organizational skills are required. Demonstrated ability to interact and work well with others. Ability to resolve problems in relation to student registration and provide assistance as needed.

REPORTS TO: College Dean of Student Services

JOB GOAL

To provide a high level of support and customer service to prospective students with guidance in all phases of the admissions and enrollment process, not to discriminate against any student because of sex, race, creed, color or national origin. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

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SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Become part of a team that leads new student recruitment, marketing and messaging.
- * (2) Provide accurate information and determine the acceptability of individuals applying to the school based upon admissions criteria established by the college.
- * (3) Collect, review and assess applications and related documents to ensure eligibility and completion of files throughout the admissions process.
- * (4) Demonstrate excellent organizational and interpersonal communication skills.
- * (5) Maintain proper record keeping in the student information systems.
- * (6) Maintain effective communication with various departments such as financial aid, the recruitment specialists, college registrars, college deans and student advisors to ensure a positive work environment that puts the needs of the student first.
- * (7) Demonstrate problem-solving and time management skills with the ability to work independently and in a team environment.
- * (8) Effectively advise, multitask and deliver in rapidly changing situations to meet tight deadlines and targets.
- * (9) Conduct admissions presentation and activities with the highest integrity and business ethics while adhering to state, federal, and company policies and regulations.
- * (10) Demonstrate creative thinking skills and strong interpersonal skills.
- * (11) Proven self-starter who continually pursues learning opportunities.
- * (12) A positive attitude and ability to inspire, motivate, engage and coach potential students.
- * (13) Proficiency in basic computer functions and adaptable to new technology.
- * (14) Accurate prepares registration and orientation materials.
- * (15) Closely assist, qualify and mentor students through admissions process and provide exemplary customer service.
- * (16) Input all activities and pertinent information into student database management system.
- * (17) Conduct face-to-face interviews, telephone interviews and email correspondence to prospective students to determine their educational needs, concerns, and interest.
- * (18) Administrative Assistant duties when necessary.
- * (19) Advise and assist students with various components of the applications and other issues and concerns as the arise.
- * (20) Participate in follow-up activities with enrolled students as needed.

Expectations of All Employees

- * (21) Meet and work effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (22) Follow attendance, punctuality, proper dress code and other qualities of an appropriate work ethic.
- * (23) Ensure adherence to good safety standards.
- * (24) Maintain confidentiality regarding school/workplace matters.
- * (25) Model and maintain high ethical standards.
- * (26) Maintain expertise in assigned area to fulfill position goals and objectives.

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- *(27) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(28) Demonstrate initiative in the performance of assigned responsibilities.
- *(29) Each employee of the St. Johns County School Board is charged with the responsibility of being familiar with the Character Counts program and with modeling the characteristics of citizenship, character education and literacy.

Inter/Intra-Agency Communication and Delivery

- *(30) Provide exemplary customer service, maintain communication with in a positive, professional and businesslike manner to visitors, students and other personnel, always.
- *(31) Respond to inquiries and concerns in a timely manner

Professional Growth and Improvement

- *(32) Participate successfully in training programs, conferences, and workshops as assigned or appropriate to keep abreast of current practices, programs, legal issues, and character education.

Systemic Functions

- *(33) Keep supervisor informed of potential problems or unusual events.
- *(34) Follow federal and state laws as well as School Board policies, rules, and regulations.
- *(35) Prepare all required reports and maintain all appropriate records.
- *(36) Represent the District in a positive and professional manner.
- *(37) Develop annual goals and objectives consistent with and in support of District goals and priorities.

Leadership and Strategic Orientation

- *(38) Set high standards and expectations for self and others.
- *(39) Exhibit interpersonal skills to work as an effective team member.
- *(40) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action

Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the district. This position may be required to work beyond a 40-hour work week on an as-needed basis. Classification: Administrative, Managerial, Confidential

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EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.

POSITION CODE: 61130

Pay Grade: CMGOC

FLSA STATUS: Non-Exempt

BOARD APPROVED: November 2020

REVISED: January 2026