

*An Opportunity that makes the grade.*

*Combining a broad array of academic and community programs, together with a lovely campus of abundant greenery and a city that is now the hub of Eastern North Carolina. Pitt Community College is a great choice for your career. Join us in Greenville, where the pleasures of small-town living are matched by the advantages of big city life. The following position is available:*



## **Admissions & Records Specialist** **(Annually appointed Part-time)**

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### **POSITION DESCRIPTION:**

Responsibilities include: provide assistance to students, faculty, and staff regarding policies and procedures for admissions, registration, graduation, academic records, and all other functions related to the department; process applications for admission (including virtual applications); respond to virtual inquiries, process registration for curriculum students; process grades; process requests for transcripts; determine initial residency status for applicants applying via mail and Internet; implement refund procedure; perform data entry tasks related to all documents received by the Office of Admissions & Records; prepared degrees, diplomas, and certificates; scan records into document imaging system; assist the Assistant Registrars and the Director of Enrollment Management as needed to maintain the functions of the department and confidentiality of all academic records.

### **EDUCATION REQUIREMENTS:**

Associate degree in Office Systems, Computer Science or Business preferred; related areas or combination of appropriate education and experience considered.

### **WORK EXPERIENCE:**

1-2 years general office experience required; experience in community college or educational setting preferred

### **SKILLS:**

Word processing, spreadsheet, Windows XP. Must have strong communications skills, verbal and written, and excellent interpersonal communications skills. Must be willing to work flexible hours in accordance with the needs of the department. Must perform well under moderate stress

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Part-Time position available immediately \*PCC application, resume, transcripts required  
Salary commensurate with experience and education background within college's pay range  
Open until filled with preference given to applications received by November 20, 2009

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