

# Coastal Pines Technical College

## JOB DESCRIPTION

### Admissions Assistant –Dual Enrollment

**Supervisor:** Director of Secondary Initiatives & Recruitment

Under general supervision of the Associate Director of Recruitment and Dual Enrollment. Provides clerical duties in support of the Student Affairs-Dual Enrollment program. Enters student enrollment data into the computer. Assists with other Student Affairs duties as needed.

#### RESPONSIBILITIES:

1. Using the BANNER Student Information System enters the following information into system for dual enrollment students.
  - student enrollment data
  - student information
  - high school and GED information
  - placement exam scores
  - receipt of transcripts
  - GA residency proof information
  - program major changes
  - student information changes
2. Provides relief in Student Affairs as needed.
3. Initiates students on ACCUPLACER placement exam.
4. Assist with creation of application files for HS Coordinators.
5. Copies, distributes and files appropriate documents according to established procedure.
6. Responds to customer inquiries and requests.
7. Reviews and corrects data that appears inconsistent or erroneous.
8. Assist in recruitment efforts of the College.
9. Participates in required staff development activities.
10. Performs other duties as assigned by the Director of Secondary Initiatives and Recruitment.

#### MINIMUM QUALIFICATIONS:

High school diploma or equivalent \*and\* Six months of related work experience.

#### Equal Opportunity Statement

Coastal Pines Technical College (CPTC) does not discriminate on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). The following persons have been designated to coordinate the College's implementation of non-discrimination policies: Katrina Howard, Title IX Coordinator, Jesup Campus, 1777 West Cherry Street, Jesup, Georgia, [khoward@coastalpinetech.edu](mailto:khoward@coastalpinetech.edu) 912.427.5876; Emily Harris, Title IX Coordinator, Waycross Campus, 1701 Carswell Avenue, Waycross, Georgia [eharris@coastalpinetech.edu](mailto:eharris@coastalpinetech.edu) 912.287.4098; [titleix@coastalpinetech.edu](mailto:titleix@coastalpinetech.edu) ADA/Section 504 Coordinator, [ada@coastalpinetech.edu](mailto:ada@coastalpinetech.edu) ; All Campuses, 1777 West Cherry Street, Jesup, Georgia.

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