

**LINCOLN COLLEGE
CORPORATE SUPPORT SOLUTIONS LTD.**

JOB DESCRIPTION

Post Title:	Enrolment Assistant	Grade:	CSS Scale 2, Fixed point 4
Post Number:	CS0615S	Date:	June 2019
Line Manager:	Digital Engagement Lead	Directorate:	Marketing and Communications
Daily Supervision:	Digital Engagement Supervisor	Unit/School:	Digital Engagement Team

Job Purpose:

Effective and customer-focused enrolment data collection and inputting to ensure college policy, audit and conditions of funding requirements are met.

Principal Duties and Responsibilities:

1. Accurate and timely processing of enrolments via the College management of information system.
2. Check financial information and programme confirmation forms, and input accurately onto the college systems.
3. Support supervisors in ensuring daily and weekly tasks are completed and targets are met.
4. Assist in the welcoming and greeting of new students
5. Assist in scanning and checking student enrolment forms.
6. To ensure the accurate and timely input of student qualifications on entry.
7. To engage fully with training to enable up-to-date knowledge of the college policies and systems.
8. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
9. To maintain professional standards and expertise by undertaking relevant professional development.
10. To conform with the Health and Safety requirements relevant to the post.
11. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.
12. To deal courteously and promptly with customer enquiries.
13. To assist with the validation of data by performing regular checks.
14. Assist with other duties as requested.

NB: This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

