

Admissions Clerk

At UBC, we believe that attracting and sustaining a diverse workforce is key to the successful pursuit of excellence in research, innovation, and learning for all faculty, staff and students. Our commitment to employment equity helps achieve inclusion and fairness, brings rich diversity to UBC as a workplace, and creates the necessary conditions for a rewarding career.

Job Description Summary

Acts as the primary communicator for the Admissions Office at the Peter A., Allard School of Law through front line assistance to current and prospective JD students; provides information and assists in the resolution of moderately complex issues. Collects information for all incoming applicants to the JD program, Transfers, Letters of Permission, and Advanced Standing. Assists with the processing (receiving/filing) of transcripts and responds to general correspondence made through various media platforms and advises prospective applicants with a thorough understanding and attention to equity and diversity to all those who contact the office.

Organizational Status

Reports to Director of JD Admissions, takes direction from Manager, Enrolment Services. Coordinates information and meetings with the Admissions Committee.

Work Performed

FACULTY COMMITTEE WORK

- Provides support for Admissions Committee. Schedules meetings, maintains records and files.
- Coordinates distribution of meeting materials.
- Books rooms and equipment for meetings. Sets up rooms as required.

ADMISSIONS SUPPORT

- Greets prospective students visiting the Admissions Office in person and directs them appropriately.
- Advises applicants on admissions procedures, application status, scholarship information and all respective deadlines.
- Assists applicants who have identified challenges, referring them as appropriate.
- Troubleshoots difficulties for prospective students, applicants, and matriculants.
- Distributes application materials. Provides information on deadlines, collects and copies completed application materials for distribution to Admissions Committee for review and ranking.
- Creates and maintains digital file folder for the admissions office and admissions committee.
- In depth use of, ACES2, SISC/Workday Student, Allard Law Application System, PowerPoint Word, Excel., social media platforms, and additional third-party admissions/application software.
- Scans and downloads transcripts, applications and supporting documentation.
- Where necessary, processes application fees collected by mail.
- Downloads UBC transcripts using SISC/Workday Student.
- Reviews all new files to ensure they are complete. Contacts applicants regarding missing information.
- Completes process of admitting applicants to Allard Law.
- Maintains a database of incoming students and list merges.
- Provides input into revisions to draft Allard Law application package as required by Director of Admissions.

- Assists with compilation of Admissions Committee report as well as other statistical reports.
- Oversees preparation of dockets for newly admitted Allard Law students.
- Initiates digital culling and physical delivery to shredders of files of denied or declined admission more than one year ago.
- Assists with organizing Admissions Committee meetings, including creating and distributing required reports and files as well as processing and analyzing committee member decisions.
- Composes routine correspondence to gather or disseminate information (e.g. to/from applicants, referees or institutions). Occasionally contacts applicants on the waitlist close to the beginning of the academic year to assess their availability.
- Performs secretarial duties including answering and screening calls, responding to voice messages, making appointments, arranging meetings or presentations, compiling items required for meetings and attending meetings. Reads incoming mail, assembles applicants' files with application, transcripts and other supporting documentation. Takes follow-up action if materials are missing. Maintains bring-forward and action systems to ensure that all deadlines are met. Performs bookkeeping routines relating to the deposit of application and acceptance fees and deposits such funds into the appropriate Law account.
- Provides back-up and/or relief to Admissions Advisor as required.
- Performs other duties related to the qualifications and requirements of the job.

Consequence of Error/Judgement

Poor decisions, judgment or errors would adversely impact the JD and upper level applicants' career and/or academic opportunities. This in turn would jeopardize the reputation of the Peter A. Allard School of Law and UBC. This is a high-volume position requiring very careful attention to detail and adherence to strict deadlines. Meticulous planning, strong communication abilities, a high degree of organization and excellent time management are essential.

Supervision Received

Reports to the Director of JD Admissions, with direction from the Manager, Enrolment Services. Works independently according to general directions and/or guidance.

Supervision Given

Potential to supervise student employees as well as others who may assist during peak periods.

Minimum Qualifications

High School graduation, plus two year post-secondary diploma, plus three years of related experience, or an equivalent combination of education and experience.

Willingness to respect diverse perspectives, including perspectives in conflict with one's own. Demonstrates a commitment to enhancing one's own awareness, knowledge, and skills related to equity, diversity, and inclusion

Preferred Qualifications

High School graduation and two year post-secondary diploma and three years related experience or an equivalent combination of education and experience. 3 years of related experience or the equivalent combination of education and experience. Minimum four years of related experience or three years of relevant UBC experience. Computer experience (Word, Excel, Access and SISC preferred; must have good web navigation skills). Knowledge of UBC policies and procedures preferred. Ability to use word processing, spread sheet, database and electronic mail applications at an intermediate level. Ms Word,

Ms Excel, Ms Access and SISC preferred. Ability to type 60 w.p.m. and to operate normal range of office equipment. Ability to compose correspondence using clear, concise business English .Ability to prioritize work, multi task, work under pressure and to meet deadlines. Ability to maintain accuracy and attention to details. Ability to exercise tact and discretion when handling sensitive and/or confidential matters. Ability to work both independently and within a team environment. Ability to carry and setup AV Equipment.