

PROFESSIONAL ASSISTANT I & II for ADMISSIONS OFFICE

Position Description

The Professional Assistant will be responsible for performing the following duties related to the recruitment and enrollment process:

1. Disseminate information pertaining to the enrollment process, including admissions criteria, specific curriculum requirements, and the financial aid application process to prospective students, high school counselors, and community agencies.
2. Recruit at local high schools, college and community fairs, college nights, and community agencies, and other venues as identified.
3. Assist with on-campus recruitment activities.
4. Assist with follow-up activities including telephone calls, specialized mailings, e-mail, and information appointments.
5. Assist with admissions/recruitment activities with other campus offices (e.g. Financial Aid, Counseling, Testing, Faculty and Registrar) to ensure a consistent enrollment process.
6. Review applications to determine qualification for admission for all new students and for continuing students applying to restricted curricula, process accordingly, and make referrals as needed.
7. Provide information to students concerning the college, its programs and services; provide assistance to students in completing the admissions application and the enrollment process.
8. Assist in the collection and reporting of admissions and enrollment management data.
9. Perform other duties as assigned by the Director of Admissions.

Minimum qualifications for this position include a bachelor's degree in an appropriate discipline, such as Human Services, Education, Business, Psychology, etc.; some experience in admissions and recruitment; effective verbal, written, and communication skills; and computer literacy.

August 28, 2003