

FLORIDA GATEWAY COLLEGE

Job Description

ENROLLMENT SPECIALIST

DISTINGUISHING CHARACTERISTICS:

This is a highly responsible professional position within the Office of Admission, the components of which include: college-wide recruitment, admission, orientation and retention of students. An employee in a position allocated to this class assumes a critical role in college operations and must perform duties which include exercising independent judgment and discretion in formulating strategies relative to the myriad of factors required of enrollment management.

ESSENTIAL JOB FUNCTIONS:

(Note: The following examples of work as listed in this job description are not necessarily descriptive of any one position in the classification. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position).

- Works with the Director of Enrollment Management to ensure that daily operation of the office is effective and efficient in meeting the needs of the college and students
- Assumes responsibility for new and returning admission activities of the college, including admission counseling; applicant processing, requirements tracking and institutional acceptance at both the upper and lower division levels
- Updates/maintains/develops information, data and processes in the Ellucian/Banner Student Information System
- Communicates and coordinates with Information Services/Data processing
- Supervises college recruiter and general recruitment activities and initiatives
- Supervises student assistant/work study students
- Assumes responsibility for international student admission/enrollment via the Student & Exchange Visitor Information System (SEVIS) while ensuring that the college is in compliance with U.S. Citizenship and Immigration Services (USCIS) rules and regulations
- Services walk-in traffic, applications for admission, telephone inquiries and general correspondence relative to operations
- Maintains office inventory/processes purchase requisitions/payroll
- Assumes responsibility for coordination/implementation of processes relative to US Department of Education high school integrity validation as a component of Title IV funding regulations
- Serves on assigned and/or designated campus committees
- Serves as a community liaison for the college
- Assumes responsibilities of the Director in his/her absence

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required).

MINIMUM QUALIFICATIONS:**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of the mission of Florida Gateway College and/or the mission of a comprehensive community/state college system. Knowledge of research, technology and the application thereof in student information systems. Knowledge of applicable federal, state and local rules and regulations. Knowledge of appropriate statistical research techniques. Knowledge and understanding of enrollment management principles. Ability to communicate effectively in both written and verbal form. Skill in exercising analytical judgment/performing detailed tasks. Ability to speak with and before others with poise and confidence. Skill in developing and maintaining cooperative, courteous and professional relationships with College staff, representatives from organizations and the public. Ability to analyze recruitment markets. Ability to work effectively with a diverse population. Skill in management and organization. Ability to work evenings and weekends as needed to assist with office coverage and recruitment activities.

EDUCATION AND EXPERIENCE

Requires a minimum of an associate's degree with six (6) years of related experience. Possession of a bachelor's degree with three (3) years of related experience is preferred. Computer literate with experience in word processing/database and spreadsheet applications. Must have a valid Florida driver's license. Enrollment management experience preferred. Knowledge of Family Educational Rights and Privacy Act (FERPA). Experience with Ellucian/Banner preferred.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without correction);
Acceptable hearing (with or without hearing aid);
Moderate (15 to 44 lbs.) lifting and carrying;

ENVIRONMENTAL CONDITIONS:

Work is primarily in an inside office environment and at some off campus locations. Some outside work required at event attendance.