

Coordinator of Admissions & Recruiting

**Minimum Qualifications:**

1. \*Bachelor’s degree is required
2. \*Excellent written and oral communication skills
3. \*Computer skills
4. \*Willingness to travel within the region for recruiting and registration activities
5. \*Work experience in an educational setting
6. \*Supervisory experience

**Job Duties:**

The Coordinator reports to the Director of Admissions & Dual Enrollment and is responsible for the following:

Supervising the support staff who work in the area of admissions and student affairs

Ensuring that timely and appropriate communications are sent to applicants and enrolled students

Assuring that protected information is kept confidential

Coordinating the outreach and recruitment efforts of the College which may require non-traditional working hours, establishing new partnerships with K-12 schools, and assisting with open house, campus tours and orientations.

Maintaining a monthly recruiting calendar of events

Representing the College at high schools, businesses, and other events as requested by the Director, Dean or Chancellor

Overseeing the timesheets of classified employees and student workers in admissions

Assisting the Director with all aspects of the Dual Enrollment Program

Coordinate the electronic and face-to-face communications for prospects, applicants and current students as it relates to admissions

Serving as a liaison between Nunez Community College and the various K-12 partners included in the service area

Certifying enrollment through activities including, but not limited to: admissions data clean-up, Clery Act mandates, applying specific enrollment attributes and tracking of Veteran and Adult Ed students, internal and external audits, etc.

Assisting the Dean with other activities such as student life activities, registration purging, graduation, etc.

Serving as the Admissions designee in the absence of the Director of Admissions and Dual Enrollment

Salary Range: $34-40,000 depending on experience