Data Coordinator/Admissions Counselor

The Data Coordinator/Admissions Counselor will perform a wide variety of specialized, technical, and responsible administrative duties within the Office of Admissions. Will be responsible for dissemination of admissions and enrollment information to students, parents and counselors. Provide assistance with tracking and follow up for student recruitment, data gathering and preparation/processing of admissions application. Will manage the Admissions Hotline and require a high level of interpersonal skill to deal with the diverse situations, and the ability to use sound judgement when managing the hotline and in person visits.

Job Functions:

1. Process and enter admissions application associated credentials including transcripts and assessment scores (if applicable) in high volume and high demand environment.
2. Provide general college information and communicate the admissions process to interested prospects and applicants via telephone calls, electronic communication, office visits and various written requests. Advises applicants via coordinated and automated communications regarding college services and program admission.
3. Process daily outgoing admissions communications. Manage the Admissions Hotline and provide technical and admissions assistance to students, parents, school counselors, faculty, and staff.
4. Maintain up-to-update knowledge of program requirements and communicate relevant information to departmental staff as well as other enrollment service areas and academic departments.
5. Assist with the development and implementation of admissions policies, procedures, and information materials. Perform special projects pertaining to admissions and recruitment (eg. scheduling, research, college tours, and recruitment/events) as assigned. Performs all other duties as assigned.

Work Environment: Monday-Friday from 8:30 am – 5:00 pm with occasional weekends during Open Houses or Registration

Qualifications:
Bachelor's degree or equivalent. At least two years in Higher Education or Admissions preferred. Knowledge of Jenzabar, Infomaker is a plus.