Job Title: Admissions Coordinator  

JOB SUMMARY

The Admissions Coordinator is responsible for the coordination and processing of applications for admission and readmission of students for a technical college.

MAJOR DUTIES

Assists prospective students with the admission and readmission process;
Provides information to prospective students about admissions document requirements, programs offered, testing requirements, etc.;
Receives and enters applications into the student information system and counsels students on Compass scores;
Conducts placement exams for applicants for enrollment;
Ensures college and high school transcripts and verifies in-state residency;
Evaluates scores and/or previous academic history for admission decision;
Provides information by telephone, written correspondence and in person to interested parties regarding applicant procedures and admissions requirements;
Supervises Student Affairs staff to ensure accuracy and integrity of data entry into the student information system;
Plans and implements student recruitment activities;
Processes, completes and maintains necessary documentation, transactions, records, etc. pertaining to registration.

COMPETENCIES

Knowledge of college admissions requirements
Knowledge of admissions testing
Knowledge of student information system
Knowledge of community and service delivery area
Organizational skills
Skill in interpersonal relations and in dealing with the public
Decision making and problem solving skills
Oral and written communication skills
Skill in the operation of computers and job related software programs
Skill and ability to perform complex and varied duties in an efficient and confidential manner
MINIMUM QUALIFICATIONS

Bachelor’s degree from a regionally accredited college or university in a closely related field *and*
Two (2) years of experience in an educational environment

Note: Experience may substitute for the degree on a year-to-year basis.

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.