



EWC
Job Description
Position Duties & Responsibilities

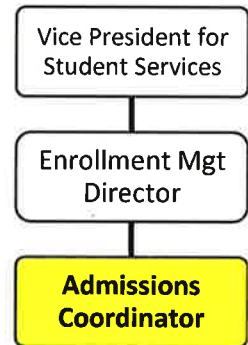
Job Title:	Admissions Coordinator	Classification:	Academic Coordinator
Department:	Enrollment Mgt (Student Services)	Duration:	12 Months (1 Jul - 30 Jun)
Primary Location:	Torrington, WY	FLSA Status:	Exempt
Position Number:	311	DBM/Level:	C41

Job Summary: *Brief narrative that highlights the general characteristics of the position, or a general overview.*

The Admissions Coordinator is a full-time, benefitted, C41, Professional staff categorized position located at the Main Campus. The position is responsible to coordinate and conduct recruiting and admissions activities to match prospective student needs with College programs. The Admissions Coordinator must positively communicate and interact with students, prospective students, parents, the public, faculty, and other staff. The primary duties includes deliver service offerings, create and manage admissions and recruiting processes and products that informs others of College programs, develop and preserve relationships, and implement and ensure compliance with statutes and approved policies and procedures. The position also researches, analyzes, and utilizes a variety complex data including student database information. Strong communication and organization skills are essential to mission success. The Admissions Coordinator typically works Monday through Friday, 8:00 am to 5:00 pm. The position does require regular travel, to include overnights, within the Service Area, Wyoming, and the recruiting region.

Organizational Relationship: *Title of position’s supervisor and, if applicable, title(s) of employee(s) supervised by this position.*

The Admissions Coordinator is supervised by the Enrollment Management Director and receives annual performance evaluations after the conclusion of a one year Probationary Period. The second level supervisor is the Vice President for Student Services. The supervisory chain is depicted at right.



The Admissions Coordinator does not formally supervise or evaluate any EWC full-time or part-time employees. The position does assign tasks and monitor the actions and work of part-time employees, EWC-enrolled Work Study students, and volunteers.

Education and Experience Requirements: *What is the minimum level of education and experience necessary to perform the job, as recommended by the department?*

Minimum Qualifications:

- Bachelor’s degree
- Two-to-three years progressively responsible work experience in admissions, recruiting, sales, advertising, or administrative services
- Demonstrated exceptional interpersonal and public communication skills
- Proven ability to seek-out and communicate with individuals from varied backgrounds
- Validated strong computer skills
- Current and valid state-issued Driver License

Preferred Qualifications:

- Three years full-time work experience in higher education admissions and recruiting
- Familiarity with higher education marketing and financial aid

Essential Functions/Duties: *(To perform successfully in this position, an individual must be able to perform essential duties satisfactorily as well as possess education/experience, employ the knowledge, skills, and abilities as listed in representative fashion; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions – this position is EXEMPT, i.e., not eligible for compensatory or overtime pay provisions of the FLSA. This listing of essential duties is not all-inclusive, but representative, other duties may be assigned).*

- Coordinate activities to maximize effectiveness and utilization of admissions and enrollment resources
- Analyze data and assess College needs and opportunities
- Deliver service offerings and advise students/prospective students, faculty, and staff on a variety of admissions and enrollment related issues
- Develop and monitor admissions/recruiting programs, projects, and/or plans; implement and monitor compliance with approved policies, procedures, and processes
- Organize recruiting activities on and off campus
- Actively recruit prospective students
- Visit high schools and college fairs to distribute information and answer questions
- Research and analyze a variety of complex data including student database information; summarize findings in oral or written reports
- Create and maintain internal and external relationships; participate in meetings, committees, task forces, and/or related groups to communicate information regarding admissions/recruiting services
- Coordinate communication media with high school counselors and prospective students
- Set-up and maintain displays at college fairs, business expos, and high school tournaments
- Represent Admissions or Enrollment Management on committees, advocacy groups, or related groups
- Prepare and deliver budget expenditure justifications
- Provide occasional programming support for Orientation, Welcome Week, and other recruitment and retention related student activities
- Assign tasks and monitor the work completion of part-time employees and Work Study students; help ensure their proper training and adherence to policies/procedures
- Perform all other duties of a similar nature or level as assigned

Knowledge, Skills, and Abilities: *These are the requirements for an employee who is capable of performing the full range of essential functions of the position.*

- Knowledge of...
 - Program coordination principles, practices, and techniques
 - Program planning principles
 - Research and reporting methods
 - Public presentation principles and practices
 - Basic budgeting principles
 - Fundamentals of supervisory principles and practices
- Skill and Ability to...
 - Plan, coordinate, and implement program components and activities
 - Analyze processes and make recommendations for improvement
 - Research, analyze, and apply relevant information to help develop work center/department processes and programs
 - Ensure compliance with applicable internal and external program requirements
 - Prepare a variety of reports
 - Monitor and maintain an assigned program/project budget
 - Troubleshoot and solve program issues
 - Monitor and assess the work of lower level staff
 - Prioritize and assign work

- Communicate verbally, and in writing, info, data, and opinions to inform, influence, and persuade a wide variety of individuals and audiences
- Knowledge, skill, and ability to operate and ensure the security of standard modern office equipment to include a computer work station and associate programs, copy/fax machine, telephone, and file cabinets

Physical/Mental Demands & Special Requirements: *(The physical demands and work environment characteristics described herein are representative of those that must be met by an employee to successfully perform essential functions of this position and/or may be encountered while performing. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

- Frequent and repetitive motions of reaching, standing, walking, pointing/fingering, grasping, feeling, talking, hearing, and seeing
- Exert up to 30 pounds of force occasionally and/or a negligible amount of force (<10 pounds) frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body
- Recurring office work when not travelling involves sitting much of the time; walking and standing are required daily to give tours, coordinate with co-workers, and attend meetings and/or events


Enrollment Management Director:


9/17/18
 Signature Date

Vice President for Student Services:


9/17/18
 Signature Date

EWC President:


9/17/18
 Signature Date

Note: *This position's duties and responsibilities is an overview; it is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the College are expected to perform other tasks of a similar or lower nature or level as assigned by their respective supervisor/manager regardless of job title or routine job duties.*

HR Office Processing

JD Received		March 9, 2018
JD Reviewed		Sept 11-16, 2018
JD Approved		Sept 17, 2018
Job Description Effective Date		October 1, 2018
Position Number Assigned/Verified by HR		March 9, 2018