

Job Description

Job Title: Admissions Advisor
Job ID: 13998
Location: Hostos Community College
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

Hostos Community College offers a wide array of Associate degree and certificate programs for its students. Curriculum requirements ensure that graduates of Eugenio Maria de Hostos Community College have the preparation necessary to succeed in a diverse and changing work environment and develop as thoughtful and responsible citizens, ready to participate and contribute to their communities. The Admissions Department at Eugenio Maria de Hostos Community College seeks applications for an Admissions Advisor

The Advisor will perform the following in addition to the overview duties:

- Assist with the Hobson's Community CRM tool for the Admissions Office and communicate with prospective and newly admitted students.
- Provide coverage for the Admissions Office to assist with one-to-one counseling for prospective and newly admitted students.
- Enter inquiry card information; track and communicate with prospects using the college Hobson's EMT Connect System.
- Keep up to date with CUNY Admissions and Testing policies and procedures.

QUALIFICATIONS

Bachelor's Degree required.

Preferred qualifications are as follows:

- Knowledge about curricular and programmatic changes in the college
- Availability to work evening and weekend hours and travel in the five boroughs of NYC and tri-state area
- Valid driver's license

CUNY TITLE OVERVIEW

Coordinates and contributes to student recruiting activities.

- Conducts open house sessions and orientations to ensure applicants are fully informed of requirements and processes
- Assists in direct recruiting at high schools, community outreach events, and other appropriate locations
- Provides general information on programs and services in person or by telephone, email, or letter
- Maintains current information about College programs and degree requirements
- Performs related duties as assigned

Job Title Name: Admissions Advisor

CUNY TITLE

Assistant to HEO

FLSA

Non-exempt

COMPENSATION AND BENEFITS

\$38,407 - \$43,662; commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigating to the following links: "Employment" and "Search Job Listings."

Please attach resume, cover letter, and the names, addresses, and telephone numbers of three professional references.

CLOSING DATE

December 9, 2015

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.