Job Description

Job Title: Admissions Coordinator
Job ID: 14578
Location: Hostos Community College
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

Eugenio María de Hostos Community College is a small college dedicated to creating an educationally rich, friendly and warm environment. Faculty and staff will provide students with one-on-one academic support that will assist them in developing the skills and confidence to achieve their personal and professional goals.

Hostos Community College offers a wide array of Associate degree and certificate programs for its students. Curriculum requirements ensure that graduates of Eugenio María 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.

In addition to the overview duties, the successful candidate is also responsible for the following:
- Conducts admissions compliance verification on the AS400 system for freshman and transfer application phases.
- Sends follow up letters requesting documents for freshman and transfer students whose applications have been identified as incomplete.
- Facilitates change of program status checks, inputs College Now applications and produces memos for non-degree student submissions to the Registrar's Office.
- Inputs and maintains freshman and transfer reallocation applications; inputs rollback applications on CUNYfirst.
- Assists with the Hobson's Connect export files.
- Provides CUNYfirst training to Admissions staff as necessary.
- Assists with student records troubleshooting.
- Provides coverage to the Admissions Office to assist with one-on-one counseling with prospective and newly admitted students.
- Represents the college at on- and off-campus recruitment activities.

The successful candidate will be required to work evening and weekend hours.

QUALIFICATIONS

Bachelor's Degree required.

CUNY TITLE OVERVIEW

Coordinates efforts of admissions and/or enrollment offices.

- Coordinates workshops, intake screenings, interviews and orientations for new students
- Counsels prospective applicants on requirements and standards and provides general information on programs and services in person or by telephone, e-mail or letter; conducts follow up as needed
- Assists in conducting open house sessions and orientations, including group sessions and programs at high schools and in the community at large
- Assists with day-to-day administration and an admissions or enrollment office, including scheduling and preparing and distributing materials
- Represents the Admission Office to the college's internal and external communities as directed
- Maintains and updates program databases, lists and files to ensure completeness and accuracy
- Performs related duties as assigned.

Job Title Name: Admissions Coordinator
CUNY TITLE
Assistant to HEO

FLSA
Non-exempt

COMPENSATION AND BENEFITS

$35,576 - $40,129; 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 Postings."

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

CLOSING DATE

April 16, 2016

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.