

Job Description

Job Title: Admissions Specialist
Job ID: 13826
Location: Hostos Community College
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

The Office of Admissions and Recruitment at Eugenio Maria de Hostos Community College invites applications for an Admissions Specialist. Reporting directly to the Admissions Manager, the successful candidate will be responsible for the following:

- Enters and maintains equivalency rules in the new CUNYfirst Transfer Credit Evaluation System.
- Collaborates with Central CUNYfirst production team to implement the Transfer Credit automated system and attends the Transfer Evaluation and Articulation Management Systems (TEAMS) monthly council meetings.
- Performs transfer evaluations.
- Assists with the Hobson's Community CRM tool working with other college units as needed.
- Assists with staff training.

QUALIFICATIONS

Bachelor's Degree and four years' related experience required.

Preferred qualifications include the following:

- Availability to work evening and weekend hours
- Availability to travel in the five boroughs and/or in the tri-state area
- Valid driver's license

CUNY TITLE OVERVIEW

Supervises activities in an operational unit supporting Admissions and/or Enrollment.

- Oversees staff activities; plans and monitors employee scheduling and coverage and coordinates training
- Serves as liaison to one or more departments providing student support services, such as Financial Aid
- Coordinates selection process activities such as applications review, verification of information, and timely forwarding of data to other CUNY areas
- Coordinates mailings and other communications
- Monitors activity and reports on both transactions and outcomes
- Completes projects to improve services and enhance productivity and cost-effectiveness
- Performs related duties as assigned.

Job Title Name: Admissions Specialist

CUNY TITLE

Higher Education Assistant

FLSA

Non-exempt

COMPENSATION AND BENEFITS

\$44,552 - \$51,195; 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 5, 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.