

## **CLASSIFICATION TITLE: ADMISSIONS COORDINATOR**

### **GENERAL DESCRIPTION OF DUTIES**

Under general direction, the purpose of this position is to coordinate activities pertaining to the admissions process. Employees in this classification perform student admissions advising, evaluating admission applications, interviewing applicants, evaluating transfer credits, recruiting students, processing/maintaining documentation and administrative work. Classification is responsible for assisting in the development, management and implementation of admissions policies and programs, budgets and computerized systems and assisting in the selection, training and evaluation of staff. Performs related work as directed.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **EXAMPLES OF ESSENTIAL FUNCTIONS**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Coordinates the daily activities of the Admissions Office(s) including the implementation and management of administrative functions within Admissions Office(s).

Provides leadership and direction to admissions counselors/staff by assessing work flow issues, reviewing work for quality and accuracy, including training and daily supervision to ensure program integrity. Participates in the selection of new staff. Conducts performance evaluations for support staff and assists in the preparation of performance evaluations for professional staff. Develops and implements policies and procedures related to the admissions processes, monitors curriculum changes to ensure all policies are current, prepares and updates all admissions publications, assists in the design and revision of admissions forms, applications and brochures. Serves as administrative lead for admissions modules of computer systems including maintaining comprehensive databases and troubleshooting programming issues.

Evaluates applications of prospective students; interviews applicants; receives transcripts from other colleges and evaluates transfer credits; determines which courses/credits can be transferred to student's current program; determines eligibility, acceptance, or rejection of applicants into programs; identifies potentially qualified students for closed programs.

Participates in recruitment activities and provides information on college opportunities and admission procedures/activities (i.e. – provides information to applicants/students via telephone, walk-in visits or scheduled appointments; works with program coordinators to promote programs and recruit students; organizes information sessions, presentations, and recruitment activities; makes oral presentations; travels to recruitment sites, collaborates with select local high schools on admission activities relating to recruitment, testing and registration of students.

Coordinates special recruitment activities/programs (i.e. – Technical Preparation Days, Dual Enrollment Program).

Assists in the development and management of departmental budget(s).

Interacts with various agencies/individuals (i.e.- attends meetings and serves on committees; participates in open houses, career panels and information sessions; communicates with students, parents, the college community, other educational facilities, the public, outside agencies, and other individuals to coordinate activities, review status of work, exchange information, or resolve problems).

Maintains professional knowledge in applicable areas (i.e.- maintains a working knowledge of assigned area; maintains current knowledge of applicable state, federal, and local laws/regulations; researches new trends and advances in the profession; reads professional literature; attends meetings, workshops, and training sessions).

#### **MARGINAL FUNCTIONS**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Operates a motor vehicle to visit recruitment sites or conduct other work activities.

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Performs miscellaneous tasks related to admissions office operations (i.e. - sets up tables, packets and materials for recruitment events; answers telephones and records messages; schedules appointments; sorts mail; processes/files documentation).

### **MINIMUM TRAINING AND EXPERIENCE**

Master's degree in Education, Psychology, Counseling, Human Services, Liberal Arts, or closely related field; with three (3) years experience and/or training involving college admissions, transfer credit evaluation, or academic counseling/advisement; or an equivalent combination of education, training, and experience.

### **SPECIAL REQUIREMENTS**

Must possess and maintain a valid driver's license.

### **PERFORMANCE APTITUDES**

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to inform and guide others by applying principles of professional counseling in addressing specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

### **ADA COMPLIANCE**

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

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