Specialist, Recruitment/Admissions - ADN

FLSA Status: Non-Exempt
Pay Grade: 11
Job Title ID: 202001
Job Series/Job Family: Workforce Education & Business Development Series / Exec Dean Health Sciences Family

Reports To

Department Chair, Associate Degree Nursing

Job Purpose

To provide appropriate academic information and related student support services.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Informs students on various aspects of Associate Degree Nursing program such as course selection, transferability, and pre-requisites for degree plans.
2. Assists with recruiting prospective students by participating in selected activities including, but not limited to kick-off, admissions, information sessions, tours, and follow up.
3. Documents and inputs data regarding sessions into computer system; replies to e-mails and telephone calls regarding program or course of study issues.
4. Disseminates information on the enrollment process, including admissions, financial aid, and assessment, and transferring.
5. Facilitates workshops and seminars in support of recruitment and admission.
6. May perform assessment tests or other special projects to support recruitment and retention.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- College admissions procedures, programs, and courses.
- Multicultural education programs and systems.
- Student database systems.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Disseminating complex information.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Work is routinely performed in office environments
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Occasional lifting of objects up to 20 pounds

Work Experience

Required

- One year work experience in health science information or related field.

Preferred

- More than one year related work experience in health science, or health science admissions in higher education.

Education

Required

- Associate's degree.

Preferred

- Associate's degree in a health science or a Bachelor's degree.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.