



Job Description Classification

**Enrollment Specialist
VSC UP – PAT Bargaining Unit**

**Grade 12
Exempt**

Basic Function

To coordinate and oversee one or more primary or specialized functions in both the Financial Aid and Admissions Offices; to inform and counsel prospective and enrolled students regarding financial aid options and requirements; to interview applicants and review applications for specialized populations of students; to assist the Associate Dean of Enrollment Services with special projects to support the recruitment and retention of student enrollment at Johnson State College.

Characteristic Duties & Responsibilities

- Administers undergraduate scholarship program including advertising and publicity, recruiting, selection and determination of eligibility within established guidelines; oversees fund accounting and reconciliation, reporting and follow-up activities; coordinates with alumni/development, admissions, and business offices.
- Assists Associate Dean of Enrollment with planning, evaluation and management of enrollment and financial aid for undergraduates. Assists with collection, analysis, and reporting of data in support of institutional and programmatic planning; helps develop and implement strategies to meet enrollment objectives.
- Provides leadership for international recruitment program in areas of: recruiting/advertising; interviewing and follow-up with prospective students; application review; training and updating admissions staff of changing INS regulations; working with JSC community to prepare for new international students; respond to inquiries about and assist students with on-campus work opportunities.
- Manages and coordinates, in conjunction with Associate Dean of Enrollment Services and Associate Director of Admissions, the oversight of External Degree Program applicants; serve as a admissions/financial liaison with the co-directors of EDP; inform new and currently enrolled EDP students of financial aid process and procedures.

- Meets with various groups on and off-campus to explain financial aid programs. Interviews and meets with individual students and families to discuss financial aid; serves as back-up interviewer for admissions.

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- Confers regularly with supervisor, and other college departments, including student accounts, admissions, registrar and other college departments as well as other institutions and financial aid agencies to
- plan and coordinate activities/policies/procedures, exchange information, investigate and resolve problems, obtain and disseminate update information on changes in financial aid programs/policies/procedures.
- Keep abreast of current regulations and guidelines governing financial aid programs.
- Perform other related duties as assigned.

Supervision Received

General supervision is received from the Associate Dean of Enrollment Services.

Supervision Exercised

None.

Minimum Qualifications

Bachelor's degree in an appropriate discipline, with three or four years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are required. Strong analytical, problem-solving, oral and written communication, and interpersonal skills are required. Understanding of adult learners' needs and interests. Excellent organizational skills needed.

This general outline illustrates the type of work which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.