Position Title: **ENROLLMENT SPECIALIST**

Department: Enrollment Services

Reports To: Director of Admissions

Classification/ FLSA Status: Level II (Exempt Administrative)

Primary Function: The enrollment specialist, under the supervision of the director of admissions, is a primary point of contact for prospective students, providing information and advisement to facilitate matriculation. The enrollment specialist has primary responsibility for managing records of applicants for admission to Sherman College. The enrollment specialist will travel to promote the college recruitment programs and to recruit prospective students as directed. The enrollment specialist, along with the director of admissions, will coordinate and manage the training and onboarding of new department employees.

Key Responsibilities:

1. To foster relationships with prospective students and to serve as a primary resource for those students as they progress through the admission process

2. To maintain regular contact with prospective students via phone and/or electronic media to answer questions and facilitate their matriculation

3. To maintain accurate admission applicant records, documenting all contacts with applicants in their files

4. To have a thorough knowledge of the prospective student database

5. To maintain up-to-date knowledge of pre-chiropractic educational requirements and knowledge of existing admission standards

6. To evaluate college transcripts, identifying appropriate courses for the satisfaction of prerequisite requirements

7. To conduct pre-admission meetings with prospective students and provide admission counseling

8. To communicate knowledge of the campus and campus life to prospective students during admission process

9. To foster relationships between prospective students and key representatives from the college (i.e. current students, faculty, and alumni)

10. To participate in all on-campus admission events, including planning stages

11. To be a resource for the development of recruitment materials

12. To coordinate and manage, along with the director of admissions, the training and onboarding of new department employees

13. To represent Sherman College at colleges, universities, and other events with integrity and professionalism

14. To transport materials and set up recruitment displays at all recruitment events

15. To document and maintain record of each visit, presentation, and meeting

16. To participate in professional development opportunities as needed and permitted by budget

17. To manage time effectively, focus daily work on key strategic initiatives and assist others in the department as needed

18. To participate in the annual Lyceum, Showcase Sherman, campus visits and ROAR program events

Miscellaneous:

1. To assume such other duties as may be assigned by the director of admissions

2. Lend enthusiastic support to college policies and to fellow co-workers, particularly in the presence of students and support personnel

3. To demonstrate commitment to the mission of Sherman College in any way correlated to the position

Basic Knowledge and Skills:

- Bachelor's degree required
- 1-2 years' experience in higher education admissions setting
- Ability to write, read, and speak English fluently
- Willingness to work in a team-oriented, collaborative environment

- Excellent verbal and written communication skills
- Excellent organizational and interpersonal skills
- Computer skills: Microsoft Office Suite
- Valid driver's license
- Ability to travel

Preferred Knowledge and Skills:

- Prior supervisory experience
- Bilingual in English and Spanish
- Knowledge of chiropractic
- Computer skills: Anthology CRM/SIS systems

Physical demands and work environment:

***Physical demands*:** While performing the duties of this job, the employee is occasionally required to walk, stand, sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus. Employee may also be required to carry, lift and/or pull 25 lb. maximum.

Mental stress: Fast-paced office environment with numerous and simultaneous demands and deadlines as well as long days if traveling; difficult people/student demands.

***Work environment*:** While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

General sign-off: The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

Signature: _____ Date: _____