

**JOB TITLE:** Enrollment Services Coordinator

**DEPARTMENT:** Rolla

**LOCATION:** ECC-Rolla

**REPORTS TO:** Assistant Director, ECC-Rolla

**FLSA:** Exempt

**LEVEL:** 202

**DATE:** 8/4/21; 4/23/15; 05/22/2014

**POSITION SUMMARY:** Responsible for providing confidential advising for services related to the enrollment process. Responsible for the admissions and recruitment activities for the Rolla site.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)*

Completion of bachelor's degree; one year related experience

**ESSENTIAL TASKS:** *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*

- Contact prospective students and provide information necessary to facilitate successful enrollment at the Rolla site.
- Work with all college departments specific to Rolla site to provide prospective students with all the information they need for a smooth transition from inquiry to testing, applying for scholarships and financial aid, advisement, registration, and orientation.
- Develop recruitment strategy specifically for the Rolla site to include setup and staffing of promotional booths, exhibits, and displays at community events.
- Serve as College liaison to the community.
- Build and maintain relationships with area high school counselors, teachers and parents to facilitate recruitment and enrollment of high school students.
- Explore opportunities to build and maintain relationships with area middle school counselors, teachers and students.
- Facilitate the process of information requests, student admissions documentation and the organization of campus tours at the Rolla site.
- Plan, organize, and implement college activities at the Rolla site including orientations, placement testing, and open registrations.
- Provide academic advisement to assist students in selecting appropriate courses based upon their selected major, career goals or transfer objectives.
- Serve on college committees and teams.
- Participate in community or professional events.
- Counsel students and parents regarding financial aid programs and applications procedures.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, and other related duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

**KNOWLEDGE, SKILLS, and ABILITIES:** Knowledge of the Family Educational Rights and Privacy Act (FERPA). Knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations. Ability to communicate effectively with diverse student populations and a wide variety of co-workers. Ability to manage interpersonal conflict situations requiring tact, diplomacy, and discretion. Sensitivity to the needs of special populations. Familiarity with the requirements of ADA and

the Rehabilitation Act of 1973, Section 504 as they relate to higher education compliance. Availability to work or meet in the evenings and/or on weekends.

**LEADERSHIP and COMMUNICATION SKILLS:** Follow complex rules or systems, using professional literature and technical reports; and/or enforce laws, rules, regulations, or ordinances. Communicate with internal and external groups; write manuals and complex reports; persuade or influence others in favor of a service, point of view, or course of action.

**DECISION-MAKING and ANALYTICAL SKILLS:** Perform clerical or manual duties involving intensive understanding of a restricted field, unit or division.

**EQUIPMENT AND SOFTWARE:** Utilize current College and/or department information technology including but not limited to, Microsoft Office, Outlook, Colleague, ImageNow, etc.; office machines such as telephones, fax machines, or copiers.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor. The employee may be required to work or meet in the evenings and/or on weekends. The employee may be required to travel locally to participate in meetings, conferences, and other activities related to the operations of the colleges.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 10 lbs; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**POSITIONS SUPERVISED:** None

**SIGNATURES:** *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

---

Employee Signature/Date

**NOTICE OF NON-DISCRIMINATION:** *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*