

ADMISSIONS SPECIALIST- Ottawa

Reports to: Director of Admissions
Classification: Management Support, Full-time, 12-month Employee
Pay Status: Exempt
Fringe Benefits per Board Policy
Starting Salary Range: \$30,160 – 31,200 (\$14.50 - \$15.00/ph)
Revised: Nov 2022

This position is a member of the Student Development team and reports directly to the Director of Admissions. This position is responsible for assisting with all admissions and recruiting efforts for the college.

Essential Functions

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

Duties and Responsibilities

1. Participates in the development of student recruitment and retention plans, strategies, and written materials; assists in the development and revisions to student publications and promotional materials.
2. Coordinates recruitment of students (in-person, online, phone, etc.).
3. Assists with scheduling and conducting campus tours.
4. Establishes and maintains strong relationships with high schools and other appropriate organizations.
5. Work with Director of Admissions to increase college visibility within our concurrent High Schools.
6. Schedules and conducts high school visits and represents NCCC at college planning conferences (CPC's) and other recruitment functions.
7. Helps with planning on campus recruiting programs for prospective students, assists with planning enrollment days for new students.
8. Enters admission form data.
9. Enters data on prospective students into the college's student information system.
10. Serves as person of contact for prospective students (campus visits).
11. Assists with use of social media for purposes of recruitment and college relations.
12. Guides students from the start until they are enrolled.
13. Helps with creating and implementing on campus 8th grade days for our local and surrounding middle schools.
14. Serve as designated school official for International Student Services: Assist Ottawa international students with documentations, enrolling, and F-1 student advising.
15. Performs other duties as assigned by the Director of Admissions.

Required Knowledge, Skills and Abilities

1. Excellent interpersonal skills
2. Ability to work effectively with diverse populations.
3. Computer literacy
4. Ability to develop and deliver presentations
5. Ability to communicate effectively, both orally and in writing
6. Ability to appropriately exercise independent initiative and judgment
7. Willingness and ability to work as a member of a team
8. Consistently maintains a professional appearance

Education and Experience

- Bachelor's degree in related field preferred; or Associate's Degree and 2 years of work experience required, preferably in area of responsibilities of position.

Working Conditions

1. Work is normally performed in a typical interior/office work environment
2. Some travel, overnight trips, and evening hours are required. Limited physical effort required.

Application

Please submit a letter of application, resume with names and phones numbers of five references unofficial transcripts, and NCCC employment application to:

Human Resources Director, Admissions Specialist - Ottawa, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to hr@neosho.edu. Employment application available at www.neosho.edu/careers.aspx.

Review of applications begins upon receipt.

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>