



Job title:	Concurrent Enrollment Specialist
Reports to:	Vice President of Student Services
Required Qualifications:	<ul style="list-style-type: none"> • AAS degree • Valid driver's license with a clean driving record
Preferred Qualifications:	<ul style="list-style-type: none"> • Bachelor's degree • One-year sales, mass and individual marketing, social media, and public relations experience • Bilingual – Spanish
Knowledge, Skills, Abilities	<ul style="list-style-type: none"> • Proven dedication and passion for the two-year post-secondary institution • Ability to interact with students, staff, and the community in a pleasant, discreet, and courteous manner • Highly organized, energetic, and a self-starter • Exceptional interpersonal skills • Confidence speaking in small/large groups to a diverse population of students, staff, and public • Computer proficiency with Microsoft Office Suite, database software, and office technology • Demonstrated ability to work independently and foster a team-focused work environment • Ability to keep accurate records and maintain confidentiality • Flexibility with schedule to accommodate college needs with travel, evenings, and weekends
Job Summary:	<p>This position is the primary contact for concurrent students in recruiting, admission, and enrollment activities. Responsibilities include but are not limited to working closely with middle and high schools to promote and increase enrollment by attending career fairs, parent-teacher conferences, and other related events. This position coordinates with other student services staff, instruction, and faculty to facilitate the continuous delivery of recruitment, enrollment, and admissions services.</p>
Essential Job Functions:	<ul style="list-style-type: none"> • Contact and meet with middle and high school counselors and teachers to explain the benefits of our concurrent courses. • Attend local and statewide high school career fairs/meetings/seminars, parent-teacher conferences, and other events related to disseminating concurrent credit information. • Participate in classroom visitation and other special events to explain general education programs to potential students. • Work closely with all staff to establish goals and monitor the progress of enrollment goals. • Assist high school students with the enrollment and admissions process for concurrent courses. • Coordinate and conduct student recruitment process, including call-backs, interviewing, notifications, mass emails, and other mass and individual communication processes. • Coordinate and facilitate open houses and other recruitment events for concurrent high school counselors.

	<ul style="list-style-type: none"> • Develop and utilize various student recruitment and social marketing methods to increase concurrent enrollment, including but not limited to high school visitations, conferences, mailings, and electronic social networking. • Assist with campus promotional events, including but not limited to enrollment days, new student orientation, appreciation events, career fairs, and graduation. • Create and deliver exceptional verbal, visual, and electronic recruiting presentations to diverse audiences to increase concurrent student enrollment and provide educational information. • Develop advanced knowledge of all aspects of the college system, including admissions, registration, financial aid, instruction, college policy, and procedures • Develop and maintain strong relationships with high school counselors, instructional staff, and potential students interested in technical education careers • Be an active member of KACRAO and other applicable professional groups for college admissions and recruitment • Attend meetings/seminars to receive information necessary for the development of this position • Counsel students to determine the appropriate program of study and accept application materials • Support the vision, mission, and policies of Salina Area Technical College • Perform other duties as assigned
Physical Requirements:	<ul style="list-style-type: none"> • Occasional physical exertion to manually lift, carry, push, pull or move objects or materials less than 50 pounds • Generally, it involves 20% sitting, 60% walking, and 20% standing; however, some days may require more walking and standing. • Occasional stooping, bending, kneeling, and reaching • Requires acute hearing and speaking skills • Requires fine dexterity to type, enter data and provide written communications • Use of standard office equipment, including computers and general office equipment • The work environment can be busy and noisy. • Requires prolonged sitting or standing • Requires traveling to various sites • It may require evening and weekend work
Exemption Status:	Non-Exempt
Classification:	Professional/Technical
Full-time or part-time:	Full-time
Schedule:	Typically, 8-5 M-F, some evenings, weekends, and overnight travel
Salary:	Salary commensurate with education and experience
Benefits Eligible:	Participation in the flexible college benefits program includes partially paid single and family health and dental coverage, 403(b) investment plan, reimbursement accounts, vacation, and sick leave.
KPERS Eligible:	Kansas Public Employees Retirement System is a mandatory 6% contribution.
Start date:	April 1, 2023
Application Process:	<p>To be considered for this position, you must complete all the following:</p> <ul style="list-style-type: none"> • Submit an online application • Letter of interest specifically detailing how you meet the knowledge, skills, and abilities. • Resume

	<ul style="list-style-type: none">• Three professional references If hired, faculty and administrative personnel must submit official academic transcripts.
Timeline:	Open until filled
Requirements:	The applicant must pass a drug screen, background check, and MVR check.

This job description may be changed anytime and does not constitute a contract or agreement.

Salina Area Technical College is an [Equal Opportunity Employer](#) and does not discriminate based on race, color, religion, sex, national origin, disability, age, or veteran status.