



Office of Human Resources

POSITION DESCRIPTION

TITLE: Senior Admissions Officer

LOCATION: Enrollment Services Office

REPORTS TO: Associate Director of Admissions

GRADE: CCRIPSA 11

WORK SCHEDULE: Non standard, normally Monday - Friday

SUPERVISES: Clerical staff as necessary

BASIC FUNCTION:

Participate in a full range of admissions activities including, but not limited to, development of marketing plans/recruitment strategies, enrollment monitoring, recruitment/outreach, admissions decision making and credential evaluation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Recruit new students through activities such as high school visits, College Fairs, Career Nights, public outreach events and general information sessions.

Schedule and conduct individual in-person and telephone interviews with prospective students, their parents and/or spouses regarding the initial application.

Evaluate application credentials for admissions decision making.

Advise/counsel continuing students who are considering changing majors; assist qualified students with academic program selection.

Participate in student scheduling sessions and advising/counseling sessions.

Participate in establishing enrollment goals for the Office of Admissions & Records and individual academic departments.

With academic departments and Office of Public Relations representatives devise, develop and coordinate general recruitment and program-specific literature for new and continuing students.

ESSENTIAL DUTIES AND RESPONSIBILITIES (continued):

Knight Campus

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

Coordinate and conduct campus tours for high schools, community agencies and others as requested.

Prepare statistical reports, as well as other written reports; correspond, as appropriate, with students regarding the various stages of the admissions process at which they are involved; prepare other related reports, correspondence, surveys, etc.

OTHER DUTIES AND RESPONSIBILITIES:

Assist with the development of a marketing plan to recruit candidates into College programs.

Develop proposals to convert unclassified and Open College majors to specific academic programs.

Assist in the implementation of the enrollment management model of the Office of Admissions & Records.

Assist in the administration of the high school enrichment program.

Coordinate matters pertaining to admissions with the Computer Resource Center, Financial Aid, Bursar, etc.

Other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Ability to use computer terminal and related computer software. There is considerable communications via the telephone and through public speaking engagements. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions

QUALIFICATIONS:

Bachelor's degree required, Master's degree preferred in related field. At least three years of professional experience in college Admissions required. Additional professional experience in college Financial Aid preferred. Knowledge of and experience with on-line computer systems highly desirable. Knowledge of and experience with marketing strategies highly desirable. Strong interpersonal and communication skills essential.

CCRI is an Equal Opportunity / Diversity Employer.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor