



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION:	Admissions Officer
LOCATION:	Office of Enrollment Services Initially located at the Warwick and Newport Campuses
REPORTS TO:	Assistant Director of Admissions
GRADE:	CCRIPSA 10
WORK SCHEDULE:	Non-Standard, 35 hours per week; Monday – Friday Evening and weekend hours will be required as needed
SUPERVISES:	Clerical staff as necessary

JOB SUMMARY:

Responsible for the implementation of the Admissions programs for all students, including public information, correspondence, admission recruitment activities, counseling and advising of students, evaluation of admissions credentials, participation in admissions decisions and assisting in student scheduling.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Visit and speak at high schools and agencies for the purpose of recruiting students. Coordinate material and admission information with the guidance community.
- Attend college fairs on and off campus and other recruiting functions, conduct campus tours, participate in the guidance breakfast and open house events.
- Evaluate credentials submitted by applicants for admission to the College and make recommendations regarding admissibility; assist students with course selection.
- Interview prospective students and their parents to provide them with information regarding the College.
- Coordinate general information sessions and special events to prospective students.
- In areas of specialization prepare necessary reports, statistical analyses and other data related to Admissions.
- Review for completeness and assist the person responsible for foreign and immigrant students' admissions screening and records. Provide information on immigration policies.
- Other related duties as assigned.

Knight Campus

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

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 preferably in psychology or related field.
- Knowledge of computerized student information system strongly preferred.
- Counseling/Admissions experience strongly preferred.
- Evening and weekend work required as needed.

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