



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Senior Admissions Officer
<b>POSITION NO.</b>	Multiple
<b>LOCATION</b>	Multiple
<b>REPORTS TO</b>	Director Admissions & Associate Director Enrollment Management
<b>GRADE</b>	CCRIPSA 12
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>SUPERVISES:</b>	Professional staff
<b>REVISION DATE</b>	July 2023

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**JOB SUMMARY:**

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. Will supervise Admissions Counselors and Admissions Officers.

**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.
- 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.
- Supervise professional staff, overseeing and delegating workload, including but not limited to performance reviews and attendance
- 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.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Bachelor's degree required

- At least three years of professional experience in college Admissions required.
- Strong interpersonal and communication skills essential.

**PREFERRED QUALIFICATIONS:**

- Master's degree preferred in related field
- 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.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.