

Coordinator of Enrollment Management

The Coordinator of Enrollment Management will report to the Vice Chancellor for Student Services. This position is responsible for coordinating all admissions and registration processes; supervising an administrative specialist; providing evaluation and processing of transfer and other credit; overseeing the collection of student grades and data, and ensuring the accuracy and confidentiality of student academic records are maintained.

Duties and Responsibilities:

- Lead campus efforts to optimize student facing systems related to application, registration, and graduation; collaborating with all relevant department heads, faculty, and staff to ensure an ever-improving student process experience.
- Ensures accuracy and quality of student data in admissions, advising, records, and graduation-based processes, including stewardship of student data and appropriate storage of student record information (via secure, electronic mechanisms).
- Work with Academics to ensure accuracy of program structures, course pre-requisites, and other details that contribute to the accuracy and timeliness of student credential completion.
- Manage student course prerequisite, resolving and/or dropping students that do not meet the requirements for a course or no longer have the appropriate academic standing to be enrolled.
- Coordinate each semester/term census, including a list of "no-shows" to faculty at the beginning of each semester; Conduct drops for non-payment for students as provided by the business office; Post mid-term and final grades; Complete drops, administrative withdraws, and withdraws; Change previous semester "I" grades to "F."
- Coordinate Commencement activities such as certifying student graduation, ordering diplomas, providing a list of graduating for the graduation program, and ordering regalia.
- Approve eligible students for Academic Clemency.
- Produce Chancellors, Vice Chancellors, Probation, and Suspension lists after each term.
- Support all activities related to state (ADHE) reporting including the following: clean up census (11th or 5th day) headcount, including the removal of no-shows and non-payment.
- Serve as PDSO in SEVIS for International Students, with responsibility over maintenance of DSOs, and submission and updates of I-17. Ensure policies and procedures for the enrollment of international students are up to date with current laws and guidelines.
- Monitors college website, catalogs, handbooks, etc. and works with appropriate entities to manage department updates and accurate presentation of information regarding admissions and application processes
- Work collaboratively with other departments in Student Services, especially Institutional Effectiveness, as well as other departments on campus including Academic Affairs.
- Develop a yearly budget for the admissions department.
- Conduct performance evaluations for administrative specialist.
- Other duties as assigned related to the scope and role of this position.

QUALIFICATIONS, SKILLS, AND ABILITIES

- Excellent written and verbal communication skills, especially when responding to non-technical users of college jargon
- Experience in advanced admissions technology and applications
- Ability to work together with a team serving a diverse student population
- Self-motivated, creative, customer-service focused, and detail-oriented
- Ability to self-initiate project tasks after accepting an assignment under general supervision
- Demonstrated ability to work in a fast-paced, multi-tasking environment
- Extensive knowledge of the various steps for enrollment from application to enrollment
- Ability to work with large data files while interfacing with a central backbone administrative system
- Knowledge of internet and conventional office technology tools is required (These tools include e-mail, internet search engines, and software applications such as Microsoft Word, Excel, and Access as well as Colleague and Workday)
- Knowledge of Family Educational Rights and Privacy Act (FERPA)
- Ability to organize multiple tasks and documents that have been concurrently assigned
- Ability to maintain cohesive working files and documentation of project tasks
- Ability to attend out-of-town conferences to gain insight to serve the needs of the department.
- Bachelor's Degree required.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands to finger, handle, or feel objects. The employee must occasionally walk, reach with hands and arms, and kneel or crouch. Specific vision abilities required by this job include close vision and distance vision. The employee will be required to work in a high traffic area, with frequent public contact. The noise level in the work environment is usually moderate. The employee must be willing to work in an office that utilizes overhead LED lighting. Some travel is required.

Base Salary: \$45,760.00 to \$48,830.00. Salary commensurate with experience.

What We Offer:

A generous benefits package with 100% health insurance paid for employee. Family coverage and vision insurance offered for an additional premium. Paid life insurance and long-term disability insurance, tuition waivers for employees and their families, a healthcare spending account, catastrophic leave bank, and paid maternity or parental leave.

Paid holiday leave 11-13 days annually; 8 hours sick leave per month; and a sliding scale of vacation (annual leave) ranging from 8 hours per month to 15 hours per month depending on years of service. The opportunity to contribute to a fun, student-centric organization and to engage in meaningful work in service of others alongside other good people.

Please submit an EACC application, cover letter, resume' and transcript(s) to EACC Office of Human Resources, 1700 Newcastle Rd, Forrest City, AR 72335, via email to humanresources@eacc.edu, or complete an online employment application located at www.eacc.edu/employment. Review of applications will begin immediately and continue until the position is posted. EACC is an AA/EO employer.