

Job Classification: Non-Exempt, Full-Time
Work Schedule: As Negotiated in Offer Letter
Compensation: As Negotiated in Offer Letter
Reporting Relationship: Director of Admissions

Primary Accountabilities:

The Admissions Coordinator serves as the primary point of contact for prospective students and any activities at Manhattan Area Technical College (“College”). The Admissions Coordinator is knowledgeable on all programs of study at the College, including the application process and enrollment requirements. Additionally, the Admissions Coordinator will answer questions from prospective students regarding programs, scholarships, financial aid process, and student activities.

Major Duties:

- Actively recruits students to the College by attending college and career fairs, school visits, and other community events.
- Communicates effectively with prospective students, parents, staff, administration, and other community members in a positive manner through a variety of communication channels.
- Plans and hosts special recruitment events, such as individual campus visits or group visits.
- Coordinates new student/program orientations and other new student activities.
- Provides admissions presentations to inform individuals on the educational opportunities at the College.
- Serves as the primary point of contact for prospective students through appointments, walk-ins, telephone, email and online submission information requests.
- Identifies individual’s needs and requirements for enrollment and effectively communicates the requirements by answering questions, providing appropriate resources/forms, or referral to appropriate contact person/department.
- Maintains familiarity with college curricula, program enrollment requirements, and other activities on campus.
- Assists with mail, telephone, and email follow-up with student prospects and applicants.
- Develops and fosters relationships with prospective students, parents, and local school counselors and teachers.
- Discusses all programs of study with prospective students and assists with general advising of new program students.
- Works closely with College personnel, including faculty, counseling services, and student success staff to communicate college programs, admission requirements, financial assistance, and other essential information to interested parties.
- Provides data entry support for new applications, test scores, transcripts, and other supporting enrollment requirements for admissions review.
- Maintains admission guidelines by writing, updating, and recommending changes to admission criteria, policies and procedures.
- Attends meetings, conferences, and workshops to stay up to date on issues relating to admissions.
- Serves on college committee as assigned.
- Supports Director of Admissions and professional staff with clerical assistance when necessary.

- Performs all other duties as assigned.

Qualifications:

- Bachelor’s degree in Education, Counseling, Business, or Technical area related to MATC programs specifically.
- One (1) to three (3) years of related experience, or combination of education and experience commensurate with the requirements of this position (preferred).
- Ability to learn and use a variety of computer software program (preferred).
- Demonstrated knowledge of student recruitment process.
- Ability to work independently, as well as in a team environment.
- Strong computer and word processing skills, in particular experience with database systems and computer applications, specifically Microsoft Office.
- Ability to communicate clearly and professionally through both verbal and written skills.
- Strong interpersonal skills, including public speaking and ability to present the college in a positive way.
- Ability to work with individuals from diverse backgrounds.
- Ability to organize, multi-task, plan and set priorities with minimal supervision.
- Ability to exercise good judgment with a strong attention to detail in setting priorities and organization of work load.
- Demonstrated poise, tact and diplomacy with the ability to handle sensitive and confidential information and situations.

Physical Demands:

- Ability to sit for extended periods of time.
- Ability to read computer screens and mail, email, and talk on the phone.
- Ability to unpack and move supplies up to twenty-five (25) lbs.
- Ability to transport admissions materials, displays, and other equipment.
- Ability to work occasional evenings and attend events as required.
- Ability to travel as required.

Work Environment:

- Professional and deadline-oriented environment in an educational setting.
- Interaction with students, staff and guests.

MANHATTAN AREA TECHNICAL COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. WE COMPLY WITH TITLE IX OF THE EDUCATIONAL AMENDMENTS OF 1972. WE COMPLY WITH THE REHABILITATION ACT OF 1973, THE VIETNAM ERA VETERANS’ READJUSTMENT ASSISTANCE ACT OF 1974, AND THE AMERICANS WITH DISABILITIES ACT.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Employee Signature

Date

Supervisor Signature

Date