



**Position Title:** Enrollment Manager, School of Education  
**Reports To:** School Director  
**Department:** School of Education (SOE)  
**Prepared By/Date:** Donna French/11-17-2011  
**Approved By/Date:** Susan Neimand/11-17-2011  
**Revised:**

**Job Code:** 0759  
**Job Group:** PEC  
**Salary Grade:** 16  
**FLSA Status:** Exempt

**Summary:**

This position is responsible for a broad range of duties associated with the operation of the School of Education (SOE) College-wide, including overseeing the areas of advisement, student academic support, and recruitment and retention activities.

**Essential Duties and Responsibilities:**

- Oversees operation of SOE programs by assuring employee compliance with College regulations and procedures, and assuring the presence of adequate supplies and equipment
- Oversees college-wide recruitment and retention activities for the SOE by arranging and attending recruiting fairs and open houses
- Oversees the SOE advising process by assisting in training general advisors, presenting information to students about the SOE BS programs and prescreening applicants to ensure compliance with admissions criteria
- Coordinates student support by serving as primary contact to resolve student issues, arranging for supplemental student academic support and acts as a liaison with the appropriate SOE Chair regarding student issues
- Reviews and assures accuracy of SOE college-wide book orders with book stores
- Works with the Campus room scheduler to ensure alignment of space and technology needs for SOE courses
- Makes suggestions for improvement in SOE advisement, student academic support, and recruitment and retention activities
- Acts as a liaison between the faculty and the bookstore and between the faculty and SOE Department Chairs
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Knowledge of Microsoft office software and specific computer programs related to area of responsibility
- Knowledge of School of Education programs
- Possess excellent organizational, interpersonal, and communication skills (both oral and written)
- Ability to prioritize and organize multiple tasks to meet deadlines
- Ability to work effectively in a team environment
- Ability to work effectively in a multi-ethnic and multi-cultural environment with students, faculty, staff and members of the community, administrators, and the general public using tact, poise, patience and courtesy

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-Essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Masters degree and three (3) years of related experience; or Bachelor's degree and seven (7) years of related experience

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name