



**Position Title:** Enrollment Specialist/Advisor  
**Reports To:** Director, TRIO Student Support Services Grant  
**Department:** Academic & Student Affairs  
**Prepared By/Date:** Linda Saumell/9-30-2010  
**Approved By/Date:** James Watson/9-30-2010  
**Revised:** Donna French/02-14-2012

**Job Code:** 0788  
**Job Group:** PENC  
**Salary Grade:** 14  
**FLSA Status:** Exempt

**Summary:**

The Enrollment Specialist/Advisor for the TRIO SSS grant is responsible for coordinating participant identification and selection, providing case management and retention services to TRIO SSS grant participants.

**Essential Duties and Responsibilities:**

- Coordinates admission, advisement, registration, financial aid, and career services for new and continuing TRIO SSS students and resolves related issues
- Secures student information and performs follow-up; communicates with students on a regular basis via in-person, telephone, mail and e-mail to resolve difficulties
- Develops and maintains electronic databases for case management and tracking student progress and participation
- Contacts instructors to monitor student performance and follow-up with students as needed in an effort to promote retention and educational opportunity
- Assists students with advisement and career services
- Participates in various departmental, campus and college initiatives related to recruitment, retention and student success
- Supervises part-time employees
- Works with Director to develop and implement strategies to achieve SSS goals and objectives
- Works directly with students to resolve academic difficulties, coordinate service delivery, and track performance, participation, and persistence
- Participates in dissemination of project information to potential participants
- Works in collaboration with the Director of Student Services, Director of Academic Support, faculty, and other members of the community
- Serves on campus and college-wide committees
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Demonstrates working knowledge of College programs and procedures regarding admission, advisement, registration, financial aid, graduation and career services
- Possess proficient technology skills in spreadsheet databases management to support program activities
- Possess good oral and written communication skills and have excellent public relations, organizational, and decision-making skills
- Ability to effectively present information to groups of administration, faculty, students, and the community
- Ability to define problems, collect and manage student data in a secure environment
- Ability to organize and manage tasks in a timely manner
- Ability to work flexible schedule including days, evenings, and some weekends
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff

**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 sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

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.

- Bachelor’s degree in education or psychology or related field with five (5) years of experience working with at-risk college students including providing academic advisement and implementing intervention strategies

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

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