



Position Title:	Staff Associate Senior		
Reports To:	Director		
Department:	Carrie P. Meek Entrepreneurial Education Center	Job Code:	3602
Prepared By/Date:	Carol Flynn/11-2004	Job Group:	PENC
Approved By/Date:	H. Leigh Toney/10-13-2010	Salary Grade:	13
Revised:	Jennifer C. Brito/12-03-2009	FLSA Status:	Exempt

Summary:

The Staff Associate Senior position is the senior support staff recruitment and Advisement personnel.

Essential Duties and Responsibilities:

- Provides advisement and registration assistance to students
- Trains and monitors part-time advisement staff
- Conducts student orientation and advisement sessions
- Coordinates student registration
- Conducts analysis of scheduling patterns, retention and pass rates and learning outcomes; provides input to the Director of Student Services and the executive Director
- Interacts with counterparts at the North Campus including, but not limited to , advisement and Career Services, Admissions, Registrar, Testing and al academic departments
- Acts as liaison with Testing Department
- Participates with New Student Center to coordinate Open Houses, EXPOS and other recruitment venues
- Acts as community liaison to develop instructional outreach opportunities
- Monitors learning communities
- Maintains department website
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge in recruitment and advisement and experience in negotiation, collaboration and customer service
- Excellent written and verbal communications skills
- Demonstrated analytical and technological skills in spreadsheet and database management to support analytical and research assignments, and the willingness to take on additional leadership
- Ability to work independently and on teams as needed
- Ability to work flexible schedules including evenings and weekends
- Ability to work effectively in a multi-ethnic/multicultural environment

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 regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is frequently required to sit and reach with hands and arms. The employee is occasionally required to 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 an appropriate field from a four-year college or university and four (4) years of responsible related experience including some supervisory experience.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name