



**Position Title:** Part-Time Enrollment Specialist

**Job Code:** 8311

**Reports To:** Project Director

**Grade:** CT

**FLSA:** Exempt

**Job Description:**

The Part-Time Enrollment Specialist for the Student Success Initiative will work directly with students to resolve academic difficulties, coordinate service delivery, and track performance, participation, and persistence.

**Duties & Responsibilities:**

- Provides information and assistance to students regarding admissions, financial aid, academic testing, academic and graduation requirements and in interpreting the college catalog
- Provides individual personal and career counseling to students
- Assists faculty and staff in identifying and recognizing students at risk of dropping out of college and implements an intervention strategy
- Conducts workshops and provides academic advisement to students
- Participates in the development of student services initiatives to support the objectives of the program
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Bachelor's degree in Education, Psychology or related discipline from a regionally accredited institution and three (3) years related work experience
- Possess computer skills with proficiency in Microsoft Office Suite programs
- Possess good communication skills (verbal and written)
- Ability to communicate effectively, both oral and written
- Ability to speak effectively before groups of customers or employees of an organization.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff
- Ability to work a flexible schedule including days, evenings, and some weekend assignments

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

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