

Job Title	Admissions Coordinator
PVN ID	HC-1710-002118
Category	Clerical/Office Services
Location	HUNTER COLLEGE
Department	School of Education, Office of Partnersh
Status	Part Time
Hourly Rate	\$16.00-\$22.00
Hour(s) a Week	15.00-19.00
Closing Date	Jan 26, 2018 (Or Until Filled)

General Description

Serves as the admissions coordinator in the Hunter College School of Education Office of Partnership Programs. Is responsible for managing the admissions process for approximately 400 students enrolled each year through the Office of Partnership Programs; serves as a liaison between program participants, Office of Partnership Programs staff, other Hunter College offices, staff and faculty on matters related to admissions.

Other Duties

- Assist new students through the Hunter College application process
- Provide prospective students with information about Office of Partnership Programs programs
- Review transcripts and applications for graduate study across approximately ten programs
- Communicate with new students about the admission process by phone, email, and in person
- Maintain and enter information into multiple database systems for all applicants
- Perform general administrative work including filing, word processing, database report generation, and organization and maintenance of student documents and program records
- Coordinate day-to-day administrative activities related to admissions based on the supervisor's guidance and goals
- Implement processes to improve and streamline admissions administrative operations under direction of supervisor
- Assist in the analysis of admissions data including preparation and dissemination of admissions reports
- As needed assist with the planning and implementation of recruitment events
- Other duties as assigned

Qualifications

- Bachelor's degree; preferably some graduate school
- Experience working in a higher education setting, preferably in an admissions capacity
- Ability to organize, prioritize, and coordinate day-to-day projects and assignments
- Ability to handle multiple tasks and meet deadlines; ability to follow-up as needed and take responsibility for completing assignments
- Excellent attention to detail
- Ability to work independently and as part of a team
- Ability to communicate effectively with diverse audiences
- Ability to organize and manage records and archival systems
- Excellent communication, organization, and interpersonal skills
- Proficient in MS Office programs and Google apps