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<b>Job Title</b>	Enrollment Specialist
<b>PVN ID</b>	HO-1801-002325
<b>Category</b>	Instruction and Social Service
<b>Location</b>	HOSTOS C. C.
<b>Department</b>	CEWD's Allied Health Career Pipeline Pro
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$23,000.00 - \$25,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 30, 2018 (Or Until Filled)

## General Description

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Hostos Community College, Division of Continuing Education and Workforce Development's Allied Health Career Pipeline Program is seeking an Enrollment Specialist to assist with assessing and enrolling prospective students into its health care training programs. This program is funded by The US Department of Health and Human Services (HHS) a Health Profession Opportunity Grant (HPOG) to enroll and train low-income individuals and Temporary Assistance for Needy Families (TANF) recipients through September 2020.

## Other Duties

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- Answer all inquiries courteously and promptly
- Assess student candidates for eligibility and program participation readiness
- Enter participant data into databases
- Follow-up with referrals and other student-related matters
- Administer the assessment tests both on- and off-site
- Organize and maintain student files and documentation
- Assist with recruitment when needed
- Filing, copying and scanning files
- Perform other duties as assigned
- Flexibility to work one evening per week is required
- At minimum work four (4) Saturdays per year

## Qualifications

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**Core Competencies:**

- Provide excellent customer service
- Strong communication skills
- Work well in a busy environment
- Write clearly and accurately
- Well-organized
- Team-player

**Qualifications:**

- High school diploma or HSE with relevant 1-2 years of experience required
- Associate's Degree preferred
- Experience in educational settings and/or with diverse populations in low-income neighborhoods
- Ability to travel occasionally within NYC and Westchester (automobile not required)
- Proficient in Microsoft Office