
Job Title	Enrollment Operations Coordinator
PVN ID	LA-2510-007053
Category	Managerial and Professional
Location	LAGUARDIA C. C.
Department	ACE Enrollment Mgt Services
Status	Full Time
Annual Salary	\$55,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Dec 01, 2025 (Or Until Filled)

General Description

LaGuardia is seeking an Enrollment Operations Coordinator to support the technical and operational needs of the Adult and Continuing Education (ACE) Enrollment Management Services office. In addition, they will support students and staff with registration and customer service needs. They will report to the Assistant Director of ACE Enrollment Management Services. They will also report to other managers in the ACE Enrollment Management Services office when completing additional tasks and projects. Responsibilities include, but are not limited to, the following:

- Assist in the creation of courses, information sessions, testing dates, applications and other activities in the student information system
- Update web links and keep registration details up to date on the college website in collaboration with IT and marketing departments
- Assist with quarterly course listing in the student information system to ensure accurate enrollment data
- Counsel, advise, and refer students based on their interests, including course offerings and available student resources
- Provide documentation to students, programs, and third-party partners as needed. Documents include but are not limited to grade reports, transcripts, verification letters, invoices, and receipts
- Communicate payment deadlines, plan options, and account statuses to students and departments as assigned
- Perform accurate data entry of enrollment data, registration, employment, credential attainment, and invoicing into various systems
- Provide support for special projects as assigned and serve as a backup in designated roles as needed
- Act as a liaison between the ACE Enrollment Management team and ACE departments as assigned
- Support the Enrollment Management team with additional administrative tasks as assigned
- Other duties as assigned

Other Duties

Qualifications

Required Qualifications

- Associate degree and 1-3 years of work experience
- Fluency in Spanish
- Excellent customer service skills
- One year minimum administrative experience
- Computer skills including spreadsheet applications, Microsoft Office (Word, Excel, Access, PowerPoint), database applications, e-mail and web)
- Excellent communications skills, verbal and written
- Able to work independently and in a team environment

Preferred Qualifications

- Experience in higher education and enrollment

Schedule: On occasion, working in the evening, and/or on a Saturday may be required

Appointments are subject to availability of funding and satisfactory performance. This is an in-person position with the option of some remote work.