



## **POSITION ANNOUNCEMENT**

**Job Title:** Admissions Officer  
**Department:** Office of Undergraduate Admissions  
**Reports To:** Director of Undergraduate Admissions  
**Shift/Hours:** 40 hours per week  
**Date Prepared:** June 8, 2018

### **SUMMARY**

This position is responsible for a specific high school recruitment territory as defined per Director of Undergraduate Admissions and strategic undergraduate recruitment plan. These responsibilities flow through an annual cycle of strategic enrollment management (SEM) activities designed to generate awareness, inquiries, applications, attendance at forums, admission, and ultimately, enrollment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Coordinates activities designed to generate qualified leads and applications, completes admission process per University policies, communicates benefits, advantages and policies of the University, and ultimately generates new student enrollments.
2. Interacts with University personnel, staff, faculty and students to learn about new programs and/or services, discuss emerging recruitment needs and identify recruitment new opportunities.
3. Works with institutional data to track, monitor, and achieve recruitment and enrollment goals and objectives.
4. Attends off-campus visits and events and constructs recruitment communication (i.e. letters, phone, email) to fulfill recruitment and enrollment goals and objectives.
5. Participates in campus visit programs and events, including extended office hours.
6. Speaks with prospective, applied, and admitted students, including families and/or groups through appointments/programs.
7. Effectively communicates admission policies, procedures, and enrollment opportunities/information.
8. Represents the University at college nights and other programs throughout the year.
9. Attends scheduled OUA staff meetings and other assigned committees.
10. Other duties as assigned.

### **QUALIFICATIONS**

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must have a valid driver's license, commercially insurable driving record, and own transportation.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree in education, business, communication or related major from an accredited four-year college or university, and preferred 1-3 years experience in higher education, sales or other related field.

### **TO APPLY**

Please complete the application at <http://www.madonna.edu/resources/human-resources>. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to [hr@madonna.edu](mailto:hr@madonna.edu). Current employees must complete the internal application on MY Portal >Employee Resources.

### **MADONNA UNIVERSITY**

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.