



POSITION ANNOUNCEMENT

Job Title: Graduate Admissions Officer
Department: Office of Graduate Admissions
Reports To: Director of Graduate and Online Admissions
Shift/Hours: 40 hours per week
Date Prepared: January 9, 2019

SUMMARY

This position is responsible for recruitment of prospective students. Also monitors and facilitates processes that drive all inquiries from application to enrollment in graduate programs. These responsibilities flow through an annual cycle of strategic enrollment management (SEM) activities designed to generate awareness, leads, applications, attendance at forums, admission, and new student enrollment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinates activities designed to generate qualified leads and applications, complete the admission process per University policies, communicates benefits, advantages, and policies of the University, and generates new student enrollment.
2. Interacts with University personnel, staff, and faculty to learn about new programs and/or services, discuss emerging recruitment needs and identify new recruitment opportunities.
3. Works with institutional data to track, monitor, and achieve recruitment and enrollment goals and objectives.
4. Provide outstanding service by responding to prospective student inquiries, through telephone, email, in-person, or other communication channels.
5. Proactively engage with prospective students and help them overcome potential barriers within the admissions process.
6. Promote Madonna University in a professional manner at off-campus events (i.e. corporate events, graduate fairs, conferences) and on-campus events (i.e. open houses, advising nights).
7. Develop relationships with prospective students, establishing rapport and trust, educating them on Madonna University programs, admission requirements, and assisting students through the application and enrollment process.
8. Demonstrate a personal drive to achieve goals and self-motivation.
9. Ability to work evenings and weekends as needed.
10. Attends scheduled staff meetings and other assigned committees.
11. 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 and a commercially insurable driving record.

EDUCATION AND EXPERIENCE

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

TO APPLY

Please complete the application on our website at madonna.edu/hr. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to 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. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. 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.