



## **POSITION ANNOUNCEMENT**

**Job Title:** Site Coordinator for Undergraduate Admissions  
**Department:** Office of Undergraduate Admissions  
**Reports To:** Director of Undergraduate Admissions  
**Shift/Hours:** 40 hours per week – Henry Ford College  
**Date Prepared:** December 7, 2018

### **SUMMARY**

This position is responsible for overall enrollment results from an aggressive recruitment and retention effort at the degree completion. Provides direct leadership as the sole off-site representative of Madonna University at the assigned Degree Completion Location(s).

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. In coordination with Director of Undergraduate Admissions, mutually set and achieve established enrollment goals for each degree completion program by academic term.
2. Develops and monitors admission files for timely completion while identifying enrollment opportunities. Identifies enrollment-related research and market analysis needs.
3. In conjunction with the office of Undergraduate Admissions, faculty, and other offices, analyze institutional data of the assigned Degree Completion Location(s) and research to design and support effective recruitment programming.
4. Interacts and works with the University faculty and staff to develop course offerings, academic programming and other curriculum issues as well as keep current on all academic programs, discuss emerging needs, and identify new opportunities.
5. Communicates admissions policy, procedures, and information to counselors, University community, other constituents, and prospective, applied, and admitted students. Also speaks with students through individual appointments (scheduled or walk-ins).
6. Coordinates, attends and represents the University at off-campus recruitment visits, including open houses and committees, within and around the Degree Completion Location(s) to fulfill enrollment goals and objectives.
7. Advises and monitors incoming students while developing a plan of study following established agreements (curriculum and financial).
8. Coordinates class room scheduling with the University faculty and the host Degree Completion Location(s).
9. Attends Office of Undergraduate Admissions staff meetings and other assigned University committees.
10. In conjunction with the Director of Admissions, monitors, develops and requests an annual budget for the assigned Degree Completion Location(s).
11. Maintains a physical office and a regular business presence at the assigned Degree Completion Location(s) as determined by the Director of Undergraduate Admissions.
12. Directly supervises support staff at the assigned Degree Completion Location(s) when needed.
13. 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 or communication from an accredited four-year college or university. Two to three years' experience in admissions/enrollment/higher education or other related field. Ability to implement long-range planning, strategic use of resources, admission and enrollment, and analysis/evaluation to ensure returns on investment (ROI). Ability to implement transfer credit for evaluation credit and entry into the desired degree program. Academic Advising experience preferred.

### **TO APPLY**

Please complete the application on our website at [madonna.edu/hr](http://madonna.edu/hr). 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. 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.