



POSITION ANNOUNCEMENT

Job Title: Director of Matriculation and Academic Advisor
Department: College of Education and Human Development
Reports To: Dean
Shift/Hours: 40 hours per week
Date Prepared: September 4, 2020

SUMMARY

This position is responsible for the Professional Development Program (PDP), the Education Division accreditation process, student matriculation advising, and special projects as assigned by Dean.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Receives, organizes, and processes required matriculation documents for the Education Division and conducts related student advising.
2. Assists with the collection and analysis of confidential data, as well as the creation, presentation, analysis of reports, program reviews, and organizing meetings as needed for accreditation purposes.
3. Responds to student inquiries regarding recertification, file completion, admission, registration, course proposals and coursework requirements. Also, responds to student concerns and refers student to appropriate staff/faculty member for clarification or problem resolution.
4. Plans, organizes, and facilitates special projects as assigned by the Dean of Education Division.
5. Handles the overall process and communication with the Graduate School and Registrar's Office, relating to student application and registration materials for PDP.
6. Initiates and responds to communication between recruiting partners, departments, and employees of the university as needed.
7. Creates and tracks adjunct and full-time faculty hiring materials/files, while communicating with the University's faculty contracts specialist.
8. Organizes and participates in regular conference calls with PDP providers.
9. Maintains databases and tracks student fulfillment of Teacher Education Program (TEP) admission requirements.
10. Facilitates marketing, registration, and scheduling for off-campus courses/programs, as well as required requisitions associated with off-campus courses, food, lodging, and room requests.
11. Assists with inputting workshop and class schedules and prepares requisition forms, letters, memos, committee minutes, agendas, reports, materials, syllabi, CVs, job postings, and other correspondence.
12. Works with the marketing department to create marketing materials for the department and graduate school for meetings and mailings.
13. Attends Off-Campus recruitment activities, workshops, and conferences for PDP and the Education Division's degree program recruitment.
14. 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.

EDUCATION AND EXPERIENCE Bachelor's degree from a four-year college or university, Master's degree preferred. Two years' administrative experience and/or training equivalent combination of education and experience. Organizational, managerial, multi-tasking, telephone, and interpersonal skills are essential. Must be competent with the use of computers and Microsoft Office products. Knowledge of national education accreditation and K-12 experience preferred.

TO APPLY Please complete the application on our website at madonna.edu. 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.