

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: COORDINATOR – ENROLLMENT/STUDENT SERVICES, REGIONAL CAMPUSES

PAY GRADE: P1

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To provide accurate information to students on method and sources of enrollment, financial aid, and transition services for the regional campuses.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Associate's degree required. Bachelor's degree in education or related field preferred.
2. Years of experience in field: Three or more years' experience working in counseling/advising, assessment, recruitment, retention or financial aid preferred. Background in student development, adult education, and/or community college education desirable.
3. Special skills or abilities related to position: Knowledge of the college's objectives and policies relating to admissions, programs, graduation, and financial aid requirements. Evidence of positive human relations skills and ability to communicate effectively.

ESSENTIAL JOB FUNCTIONS:

(These essential job functions are not to be construed as a complete statement of all duties performed.)

1. Coordinate, plan, implement, and evaluate a comprehensive recruitment program for the Regional Campus in collaboration with the Campus Dean. (Includes, but is not limited to career days, financial aid workshops, school visitations, and community events.) Maintain outreach and recruitment tracking spreadsheet of events and attendees to use for application follow-up, admissions, and data purposes.
2. Coordinate enrollment services, including admissions, registration, academic advising referrals, and orientation programs.
3. Participate in recruitment initiatives between the college and district public and private school systems, ensuring consistent communication with Levy County high school personnel and students.

ESSENTIAL JOB FUNCTIONS (Continued):

4. Responsible for maintaining close liaison with students and staff to enable the Campus to develop student services which meet identified needs.
5. Provide individualized assistance to new student inquiries, students navigating barriers to admissions, collecting documentation relative to the application process such as transcripts, residency documentation, and placement scores.
6. Advise, admit, and register students. Assist students with financial aid application process. Process admission applications and update information. Offer detailed assistance with enrollment and financial aid by clearly explaining the regulations, policies, and procedures to staff, college personnel, student applicants, and their families. May assist with Veteran Affairs as needed.
7. Maintain selection of forms, brochures, promotional items, and informational materials at the Campus.
8. Guide students on career and academic paths, and advise students, parents, and guardians on the financial aid application process and its outcomes. Establish and maintain relationships with faculty and staff within limited access programs and academies.
9. Notify, counsel and advise students concerning Standards of Progress including appeals of financial aid suspension.
10. Collaborate with departments college-wide to streamline enrollment and financial aid services.
11. Supervise part-time Enrollment Services staff, including FWS/student assistants, and provides support to the manager in hiring and training new employees.
12. May be required to work a flexible schedule.
13. Works in cooperation with appropriate department/division administrator.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.
- Ability to drive a college vehicle.

ENVIRONMENTAL CONDITIONS:

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

- Works inside in an office environment.

PRIMARY LOCATION OF JOB:

Regional Campuses

SUPERVISOR OF POSITION:

Dean of Jack Wilkinson Levy Campus / Associate Dean of
Wilton Simpson Citrus Campus