

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: COORDINATOR – ENROLLMENT/STUDENT SERVICES, LEVY CENTER

PAY GRADE: P-9

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To provide a comprehensive program of enrollment services such as recruitment, retention, assessment, advising, registration, and transition services for the Levy Center.

PREREQUISITES FOR POSITION (Qualification Standards):

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

ESSENTIAL JOB FUNCTIONS:

1. Coordinate, plan, implement, and evaluate a comprehensive recruitment program for the Levy Center. (Includes but is not limited to career days, financial aid workshops, school visitations, and community events.)
2. Participate in articulation (dual enrollment) and recruitment efforts between Levy County district public schools, adult education programs, and the College.
3. Responsible for maintaining close liaison with students and staff to enable the Center to develop student service and activity programs which meet identified needs.
4. Develop long- and short-range plans for student recruitment and retention.
5. Maintain selection of forms, brochures, and informational materials at the Center. Coordinate the development of information materials/web for the Center.
6. Assist Counseling Department with orientation programs. Conduct orientation sessions at the Center.
7. Advise, admit, and register students. Assist students with financial aid application process. Process admission applications and update information.
8. Counsel students in career and academic path options.
9. Assist in college credit program facilitation.

ESSENTIAL JOB FUNCTIONS (continued):

10. Serve as information liaison with Division of Student Affairs departments.
11. May be required to work flexible schedule.
12. Works in cooperation with appropriate department/division administrator.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Driving.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

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

PRIMARY LOCATION OF JOB: Levy Center

SUPERVISOR OF POSITION: Director, Levy Center