

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

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

PAY GRADE: P-1

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 Campus.

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: 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 Campus. (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 Campus to develop student service and activity programs which meet identified needs.
4. Develop long- and short-range plans for student recruitment and retention.

ESSENTIAL JOB FUNCTIONS (Continued):

5. Maintain selection of forms, brochures, and informational materials at the Campus. Coordinate the development of information materials/web for the Center.
6. Assist counseling department with orientation programs. Conduct orientation sessions at the Campus.
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.
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.)

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:

- Works inside in an office environment.

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

PRIMARY LOCATION OF JOB: Levy Campus

SUPERVISOR OF POSITION: Provost of Levy Campus