

# Job Description

Position Title: Admissions Coordinator

Job Family: Registrar & Admissions

Job Level: Professional - Entry

FLSA Status: Exempt

Salary Grade: 03

## Position Summary:

The Admissions Coordinator develops and manages a comprehensive campus-based college recruitment program. Connects prospective students to early college connection and exploration. Refers students to campus locations for scholarship and financial aid applications. Arranges placement testing. Directs students to academic advising and counseling services. Performs new student orientation and registration.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Generates applications from prospect students, liaisons with high schools, and coordinates College visits. Plans open houses, regional presentations, and career days. Collaborates with partner schools to recruit and provide outreach activities and supportive services to potential students.
2. Assists high school seniors applying for college enrollment. Recruits students into the Upward Bound program. Collaborates with PCC Assessment Center for Upward Bound students to take Accuplacer or EdReady for dual enrollment.
3. Advocates for Veteran Students in activating and utilizing GI Bill education benefits, retrieving official civilian and military transcripts. Conducts community outreach events in effort to provide Veteran opportunities or resources.
4. Creates and facilitates new student orientation and student registration workshops. Updates advising records and performs graduation checks.
5. Creates personal education plans. Provides information to prospective students regarding PCC academic degrees and certificate programs.
6. Facilitates graduation application process, appeals process, and conditional admission programs.
7. Meets regularly with internal and external service-area constituents, school counselors, and other partners who assist with the goal of increasing educational opportunities.
8. Maintains working relationships with faculty, staff, administrators, and community partners.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

## **Knowledge, Skills, and Abilities:**

1. Knowledge of regulatory compliance principles and practices
2. Knowledge and application of interviewing and investigative methods and procedures
3. Knowledge of administrative procedures and practices
4. Knowledge of advising and counseling practices
5. Knowledge of internal and external customer service principles and practices
6. Knowledge of principles and methods for promoting programs and services
7. Skill in effective communication (both written and oral)
8. Skill in positive, productive, and flexible customer service
9. Skill in public speaking
10. Ability to apply effective and accurate data entry and typing skills
11. Ability to develop and maintain effective and positive working relationships

## **Supervision:**

- Not responsible for supervising the work of others.

## **Independence of Action:**

- Work progress is monitored by supervisor/manager; employee follows precedents and procedures, and may set priorities and organize work within general guidelines established by supervisor/manager.

## **Competencies:**

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Education or a closely related field of study required.
  - Up to One (1) year of related experience in education, student services, or college admission.
  - One (1) to Three (3) years of related experience in education, student services, or college admission preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## Special Conditions of Employment:

- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License
- Some evening or weekend work hours