



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Senior Admissions Officer
<b>POSITION NO.</b>	501485
<b>LOCATION</b>	Providence
<b>REPORTS TO</b>	Director Admissions & Associate Director Enrollment Management
<b>GRADE</b>	CCRIPSA 12
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>SUPERVISES:</b>	Professional staff
<b>REVISION DATE</b>	September 2024

---

**JOB SUMMARY:**

Participate in a full range of admissions activities including, but not limited to, development of marketing plans/recruitment strategies, enrollment monitoring, recruitment/outreach, admissions decision making and credential evaluation. Will supervise Admissions Counselors and Admissions Officers.

**DUTIES AND RESPONSIBILITIES:**

- Recruit new students through activities such as high school visits, College Fairs, Career Nights, public outreach events and general information sessions
- Schedule and conduct individual in-person and telephone interviews with prospective students, their parents and/or spouses regarding the initial application
- Evaluate application credentials for admissions decision making
- Advise/counsel continuing students who are considering changing majors; assist qualified students with academic program selection
- Participate in student scheduling sessions and advising/counseling sessions
- Participate in establishing enrollment goals for the Office of Admissions & Records and individual academic departments
- With academic departments and Office of Public Relations representatives devise, develop and coordinate general recruitment and program-specific literature for new and continuing students
- Coordinate and conduct campus tours for high schools, community agencies and others as requested
- Prepare statistical reports, as well as other written reports; correspond, as appropriate, with students regarding the various stages of the admissions process at which they are involved; prepare other related reports, correspondence, surveys, etc
- Supervise professional staff, overseeing and delegating workload, including but not limited to performance reviews and attendance
- Assist with the development of a marketing plan to recruit candidates into College programs
- Develop proposals to convert unclassified and Open College majors to specific academic programs
- Assist in the implementation of the enrollment management model of the Office of Admissions & Records
- Assist in the administration of the high school enrichment program
- Coordinate matters pertaining to admissions with the Computer Resource Center, Financial Aid, Bursar, etc
- Direct student onboarding
  - Coordinate and conduct cohort outreach strategies that include phone calls, mailing, emailing, texting, web resources and other forms
  - Support first-semester course registration as prescribe by degree and transfer evaluations and placement tests
  - Assist students individually or in groups with College Scheduler class registration
  - Provide students with an introduction to support self-service behavior and success actions (i.e., Verification of Enrollment) to support self-service behavior and success
  - Ensure effective hand-off to the assigned caseload advisor for support with future semester's course selection ad registration, financial well-being, career and transfer preparation, and academic performance
- Other duties as assigned

**LICENSES, TOOLS, AND EQUIPMENT:**

Ability to use computer terminal and related computer software. There are considerable communications via the telephone and through public speaking engagements.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Bachelor's degree
- At least three years of professional experience in college Admissions
- Strong interpersonal and communication skills

**PREFERRED QUALIFICATIONS:**

- Master's degree preferred in related field
- Additional professional experience in college Financial Aid
- Knowledge of and experience with on-line computer systems
- Knowledge of and experience with marketing strategies

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.