



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Senior Admissions Officer
POSITION NO.	501037, 501485, 501510, 502425, 502495, 502834
LOCATION	Multiple
REPORTS TO	Director Admissions & Associate Director Enrollment Management
GRADE	CCRIPSA 12
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISES:	Professional staff
REVISION DATE	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
- Other duties as assigned

LICENSES, TOOLS, AND EQUIPMENT:

Ability to use computer terminal and related computer software. There is 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.