

Sul Ross State University
Position Description

Official Title: Senior Enrollment Specialist **Salary Group:** 12 Non-Exempt **Job Code:** 3210

Summary

Function: Manages employment function for all University positions including staff and faculty.
Scope: Exercising sound independent judgment handles the entire employment process communicating with University department heads and applicants seeking employment.

Duties

Essential: A variety of tasks involved in the enrollment process for a student will be expected for this position, including but not limited to:

1. Provides first contact services for those entering Sul Ross and working with them until they are ready to be referred to the appropriate academic department.
2. Create and design the orientation program for enrolling students.
3. Provide information about the admissions process and the documentation needed for completion of the application for admissions, including necessary documents and information on articulation of course work.
4. Advise undecided, probationary, and at-risk students.
5. Provide information about the FAFSA process, the scholarship process, and the verification of FAFSA process, including being knowledgeable about the type and kinds of documents needed to complete these processes.
6. Recruit, presenting information about the advantages of enrolling at Sul Ross to students at community colleges, community events, and high schools.
7. Create and conduct a campus visit program and other on campus recruitment events.
8. Serve as liaison to prospective students in regards to TSIA testing.
9. Enter all TSIA scores into the core information system.
10. Perform all student SSN verifications/changes, as required,
11. Perform basic document imaging/data archiving in support of student records required for admission.
12. Manage all student worker staff
13. Responsible for personal safety and the safety of others and must exercise due caution and practice safe work habits at all times.

Non-Essential: Other duties as assigned

Scope

Work with Sul Ross team to provide environment to support students in the enrollment process through a service-centered approach.

Supervision

Received: Assistant Director of Admission, Recruiting, and Student Services (place holder)

Given: Supervise student employees.

Education

Required: Bachelor's degree.

Preferred: Master's Degree in Counseling, Student Personnel, Leadership, Student Affairs, Higher Education, or another related area

Experience

Required: At least two years of experience with Enrollment and/or Student Services in any of these areas: Admissions, Financial Aid, Orientation, Advising, or Recruitment; experience working in higher education or with college students; ability to drive, travel, and speak to groups in public.

Experience Preferred: Ability to interact with students of diverse socioeconomic, ethnic, and cultural backgrounds; fluency in Spanish; RGC alumna/ae

Equip/Skills Required: Knowledge of PC operation and software programs; strong verbal, written and organizational skills; public speaking.

Equip/Skills Preferred: Familiarity with Banner systems; familiarity with managing territories for recruitment purposes; ability to multitask.

Working Conditions

Usual: Exempt from overtime provisions. Position is Security Sensitive. Current driver's license and driving record acceptable to the University must be maintained as a condition of employment; must have personal transportation' must be willing to work some evenings and weekends' some overnight travel throughout Texas.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date created: 1/5/2019

Revised: 8/7/2020