Admissions Coordinator

Northeastern Junior College is seeking an enthusiastic and self-motivated individual to fill the position of Admissions Coordinator. The Admissions Coordinator is primarily a recruitment/office management position for the college. The main responsibility of this position is to assist in the recruitment of new students in an effort to increase college full-time equivalent (FTE) enrollment. This is done through effective promotion of Northeastern's programs, facilities and the overall NJC college experience to prospective students. This position will be required to assist perspective students in all aspects of the admissions process and perform a detailed recruitment program and follow-up for the admissions department. This position has primary responsibility to assist the Director of Recruitment in all aspects of coordinating admissions office functions. This position may act as the Northeastern representative at specialty recruitment functions or community events. Some travel is required.

Questions regarding this position should be directed to Terry Ruch, Director of Recruitment, at 720-898-9433 or e-mail Terry.Ruch@njc.edu. For additional information about NJC, see the college web site at http://ww.njc.edu.

Expectations:

- ***Positive attitude*** through dedication to NJC mission and values; willingness to accept and promote change; open-minded fairness and consideration of multiple perspectives; willingness to take risks, work hard, accept responsibility for personal/professional growth, lead and follow well, accept criticism, handle conflict, and motivate others.
- ***Service*** to students through student activities sponsorship and teamwork with peers in college activities, planning and committee responsibilities.
- ***Commitment*** to cooperation, consensus building, collaboration, effective goal-setting and evaluation.
- ***Participation*** in campus organizations and activities.

RESPONSIBILITIES:

- Coordinate the general follow up process for students who have indicated they are interested in NJC.
- Assist in the daily admissions office functions including but not limited to: answering the phone, work assignments and supervision of student assistants, application entry/tracking, data entry, customer service and assisting visitors
- Coordinate tracking admissions office budget activities and reallocating receipts for travel and purchases, and submitting reports to the Director of Admissions.
- Assist with individual visits, campus visitation days, group and individual student visits, student contact follow-up, and with daily duties of the admissions office.
- Oversee the process of entering student contact information and the follow up material that is sent out to prospective students.
- Communicate and interact with all individual academic/career and technical program Deans and Directors to strengthen promotion and enrollment in those particular areas. Keep abreast of changes in all program areas
- Implement a specific, personalized recruitment program for a designated territory in Colorado which may consist of; but is not limited to: high school visits, career expos, conference attendance, day/night programs, counselor relations and special presentations to various groups plus self-developed recruitment correspondence (electronic and paper)
- Travel throughout Colorado to participate in recruitment related events including, but not limited to: Day-Night programs, Colorado Council on High School and College Relations

(CCHS/CR) programs, special college fairs and expos, industry specific trade shows, guidance counselor office visitations, receptions on and off campus, counselor visitation programs on NJC's campus, and individual student follow-up

- Assist the Director of Admissions and Coordinator of Campus Visits in the organization and completion of Discovery Day student visitation programs each year held on the NJC campus. This includes determining facilities and vehicles to be used, reserving space with physical plant, arranging for alumni speakers and faculty participation, overseeing hand-out materials including day's printed program
- Assist the Director of Recruitment with any additional duties as needed or assigned

Qualifications:

- Minimum of a bachelor's degree required: preferably in education, marketing, business, journalism (public relations), or related field
- Two years' experience in education or marketing: some college admissions experience strongly preferred
- Excellent organizational skills, public speaking ability, verbal and written communication.
- Must be willing to travel for periods of a week at a time, work evenings and some weekends when necessary
- Work requires a valid Colorado driver's license
- Knowledge of high school CTO programs and their functions including FFA, FBLA, FCCLA, and others.
- Extensive computer skills required in order to provide clerical support including database maintenance, mail merging and use of Microsoft Office (Publisher, Word, Excel, Outlook, Access and Power Point)
- Must have a high level of positive energy, be a self-starter and a team player with excellent motivation skills and the desire to excel and promote Northeastern and serve the Northeast Colorado Community

Contract specifics:

Position begins as soon as possible. This is a full-time professional-technical appointment. Salary range for this position is $27,000 - $30,000. Competitive fringe benefit package is available through SBCCOE.

Application:

Review of complete applications to begin immediately and will continue until position is filled. Complete application packet to consist of:

- Cover letter specifically addressing qualifications and committing to expectations
- Completed NJC application form
- College transcripts from accredited college or university (unofficial copies acceptable during application process)
- Complete résumé
- Release Authorization (for background check)

Request application from and submit completed application materials to: Human Resources Office, Northeastern Junior College, 100 College Avenue, Sterling, CO 80751. Contact Human Resources at 970-521-6661, or e-mail request to: HumanResources@njc.edu or on the website at: http://www.njc.edu/Human-Resources. Faxed applications accepted at 970-522-4945.

Application files not containing the above documentation will not be forwarded to the Selection Committee.

Travel and/or relocations expenses are the responsibility of the candidate and are not reimbursed by the College.

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NOTICE TO ALL APPLICANTS: *Northeastern Junior College prohibits and will not tolerate discrimination or harassment that violates federal or state law, Board Policy 3-120 or Board Policy 4-120. Northeastern Junior College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation. Northeastern Junior College complies with Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, the Education Amendments of 1972 (Title IX), the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act, Pregnancy Discrimination Act of 1978, Vietnam Era Veterans Readjustment Assistance Act of 1974; Executive Order 11246, and sections 24-34-301, C.R.S. et seq.*
For information regarding civil rights or grievance procedures, contact: Title IX Compliance/Equal Opportunity Officer, Tammy Kallsen, Human Resources Director; 100 College Avenue; Sterling, CO 80751; (970) 521-6730 or email Tammy.Kallsen@njc.edu.

It is Northeastern Junior College's procedure to conduct pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history and credit check. Employment offers are contingent upon receiving a satisfactory report.

The State of Colorado must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. This law applies to ALL PERSONS HIRED. The State of Colorado also has a direct deposit requirement of all employees. When hired you will also be required to provide correct documentation for direct deposit.

If you are covered by the Address Confidentiality Program, CRS 24-21-201 through 24-21-214, please notify the HR Office listed on this announcement so that you are provided the appropriate time extension for notifications provided by U.S. mail. The extension allowed under this program applies only to U.S. mail notifications that include a deadline of 10 days or less.

All materials received become the property of Northeastern Junior College and will not be returned. The State of Colorado must comply with the Immigration Reform and Control Act/1986. If hired, you will be required to provide documents to show your identity and authorization to work. This law applies to all persons hired. Colorado fiscal rules require all new employees to be on direct deposit.

For information regarding the security of Northeastern Junior College, including crime statistics for the Northeastern Junior College campus and surrounding area, please see the Crime Statistics at http://www.njc.edu/Publications. For a hard copy report please contact 970-521-6657.

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College/Community Profile:

Northeastern Junior College, one of 13 member-colleges of the Community Colleges of Colorado, lies in the rural northeastern Colorado town of Sterling. The community of approximately 13,000 residents enjoys easy access to Denver, the Rocky Mountains and the western-agricultural lifestyle. Northeastern Junior College enrolls approximately 1,000 full-time and 2,500 part-time students through 90 majors in associate degree and certificate programs. As a residential campus with six halls accommodating 500+ students, the college attracts students from throughout Colorado, many states and several foreign countries. Approximately 50 full-time and 25 part-time faculty comprise the teaching staff.

NJC Mission:

"Northeastern Junior College is a comprehensive two-year institution that is committed to providing excellence in learning, training, and service. We strive to produce skilled and knowledgeable students who transfer successfully and enter the workforce productively. We strive to enrich the quality of lives through affordable and accessible learning opportunities."

member of COMMUNITY COLLEGES OF COLORADO