



POSITION POSTING

October 2020

POSITION TITLE: Admissions Coordinator
DIVISION: Enrollment Management
DEPARTMENT: Admissions

OCCUPATIONAL SUMMARY

Reporting to the Director of Admissions, the Admissions Coordinator is responsible for performing Admissions and project planning activities within the department as directed by the Director, to achieve a strategic, student-centered approach for enrollment activities in support of the University's mission; and to integrate retention and student success with admissions processes and academic programs of the University.

This position oversees and manages all office procedures and other tasks as assigned by the Director.

This position functions with a high degree of confidentiality and integrity.

This position does not supervise others.

ESSENTIAL JOB FUNCTIONS

1. Facilitates administrative support functions within the designated division and corresponding departments.
2. Assists departmental Directors and Managers as directed.
3. Greets and directs visitors.
4. Maintains office calendar to coordinate workflow and meetings.
5. Maintains a high degree of confidentiality in all aspects of operations.
6. Coordinates all phone and digital communications.
7. Opens, sorts, and distributes incoming correspondence, including faxes and email.
8. Prepares responses to correspondence containing routine enrollment inquiries.
9. Performs general clerical duties to include, but not limited to, copying, faxing, mailing, and filing.
10. Files and retrieves organizational documents, records, and reports.
11. Assist with special projects as assigned.
12. Collects and maintains an inventory of office equipment and supplies for the Department.
13. Assures the integrity of office data in compliance with all applicable state and federal laws, rules, and regulations.
14. Prepares required reports as assigned.
15. Enters student data into CAMS and maintains the integrity of student records.
16. Update the NSR (New Student Report) and other admissions reporting as needed.
17. Enter New Student Leads into the CAMS system.
18. Develops relationships and maintains effective communications with diverse groups, internal and external, supporting the institution's mission.
19. Serves on administrative committees as assigned.
20. Performs other duties as required.

MINIMUM REQUIREMENTS

1. Associate's degree from an accredited college or university preferred.
2. Two years of related work experience in general office and admissions responsibilities and procedures.
3. Knowledge or principles and practices of organization, planning, records management, and general office administration.

4. Organization and customer service skills.
5. Impeccable judgment and integrity.
6. Ability to manage confidential information.
7. Proficient in using standard office equipment, including but not limited to computers, telephone systems, calculators, copiers, and facsimile machines.
8. Excellent written and oral communication skills' ability to follow instructions.
9. Ability to relate effectively with multiple constituencies.
10. Interpersonal and problem-solving skills.

APPLICATION PROCESS

This position is full-time.

No relocation expenses are provided.

Interested persons may apply by submitting a resume and contact information to:

Martin University
Office of Human Resources
2186 N Sherman Drive
Indianapolis, IN 46218
Email: hresources@martin.edu
Facsimile: (317) 917-3393

This position is open until filled.

No calls please.