Job Title: Coordinator for Undergraduate Application Processing
Job ID: 17987
Location: College of Staten Island
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 14,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate’s, bachelor’s, master’s and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI’s internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College’s faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

Reporting to the Deputy Director for Recruitment and Admissions, in addition to the CUNY Title Overview, the Coordinator for Undergraduate Application Processing:

- Coordinating of all aspects of undergraduate application (freshman and transfer) processing including the review of applications for residency, transcripts, diplomas and other documentation.
- Serves as the freshman specialist - coordinates high school (secondary) transcript evaluations and assists prospective freshmen with admissions and enrollment.
- Tags and tracks all supporting documents received; implements and manages internal controls regarding file management and imaging.
- Trains and updates staff in interpreting CUNYfirst (PeopleSoft) screens and disseminating information to students.
- Maintains and manages data files for print and electronic communications.
- Provides pre-admission services to prospective students and undergraduate applicants via phone, in-person and email.

QUALIFICATIONS

Bachelor's Degree required.

Preferred Qualifications:
- Two years' related experience.
- Experience using PeopleSoft, Hobsons Connect or other standard higher education industry student records, admissions and/or recruiting systems.
- Ideal candidate will have excellent written, verbal communication and presentation skills as well as strong multi-tasking skills.
- Proficient in Microsoft Office (Word, Excel, Access, Outlook and PowerPoint).

CUNY TITLE OVERVIEW

Coordinates efforts of admissions and/or enrollment offices.
- Coordinates workshops, intake screenings, interviews and orientations for new students

- Counsels prospective applicants on requirements and standards and provides general information on programs and services in person or by telephone, e-mail or letter; conducts follow up as needed

- Assists in conducting open house sessions and orientations, including group sessions and programs at high schools and in the community at large

- Assists with day-to-day administration and an admissions or enrollment office, including scheduling and preparing and distributing materials

- Represents the Admission Office to the college's internal and external communities as directed

- Maintains and updates program databases, lists and files to ensure completeness and accuracy

- Performs related duties as assigned.

Job Title Name: Admissions Coordinator

CUNY TITLE

Assistant to HEO

FLSA

Non-exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, please visit http://cuny.jobs/ and enter the Job ID# in the “What” section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

CLOSING DATE

January 18, 2018

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.