Job Title: One-Stop Service Center Adv. –Enrollment Specialist (2 Vacancies) (St. George)

Job ID: 18227

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 Director and in addition to the CUNY Title Overview, the One-Stop Advisor will perform an array of duties including:

- Acts as the primary point of contact and delivers all services related to Financial Aid, Registrar, Admissions, Testing and Advisement.
- Maintains direct linkage to the offices that provide the same services at CSI-Willowbrook, including, Admissions-Testing; Registrar-Transfer Services; CMS; Financial Aid; and Student Support Services.
- Stays well versed in curriculum to assist with Advisement & Financial Aid Course Compliance.
- Coordinate and attend necessary training's, workshops and meetings to support effectiveness within the position as required.
- Assist the Director in the overall supervisions of the center.
- Resolve matters referred by the One Stop Service Center representatives.
- Performs other duties as assigned by Supervisor.

QUALIFICATIONS

Bachelor's Degree and four years' related experience required.

Preferred qualifications:
- The ability to work under pressure with a high tolerance for interruptions, and the ability to work with a diverse student body.
- Ability to manage multiple tasks with changing priorities independently, and complete assignments within designated deadlines.
- Excellent interpersonal skills and strong customer service orientation.
- Ability to work non-traditional hours.

CUNY TITLE OVERVIEW

Administers enrollment processes and related functions.

- Collaborates with management team in the development of admission and enrollment goals, strategies, and
initiatives; participates in planning enrollment events.

- Analyzes and interprets quantitative and qualitative student enrollment data to prepare reports for management.

- Recommends and implements improvements to existing technical systems and office operations.

- Serves as resource reference to interpret and comply with University and College enrollment policies.

- Prepares and reviews student communication materials.

- May coordinate aspects of student entry from point of allocation to include orientation, advisement, and collection of admitted student documents.

- May supervise office operations and/or department budget

- Performs related duties as assigned.

Job Title Name: Enrollment Specialist

CUNY TITLE

Higher Education Assistant

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

March 16, 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.