Job Title: Coordinator for Admissions Services

Job ID: 25663

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 10,000 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, the Coordinator for Admissions Services:

- Serves as an initial contact person for the Recruitment and Admissions Office and advises prospective applicants and parents/guardians on requirements and standards, and provides general information on programs and services in person, by telephone, via e-mail and video conferencing. Conducts follow-up as needed.
- Assists with direct mail, telephone and email follow-up with student prospects, applicants and admits.
- Helps manage the transcript and supporting document tracking system.
- Assists with recruitment events as needed.
- Interprets and communicates enrollment policies and procedures; provides information to prospective and newly admitted students in enrollment related areas.
- Analyzes the needs for each individual and follows through accordingly answering questions, providing appropriate forms, or providing a referral to the appropriate person or department.
- Updates and maintains bulletin boards, posters and brochure/info card racks.
- Monitors the cleanliness and maintenance needs of the Admissions reception area.
- Helps manage our ticketing and appointment system for walk-in services.
- Maintains general knowledge of college activities, programs and requirements.
- Supervises student workers.
- Works with the Registrar's Office, Financial Aid, Enrollment Services and other related areas in the service of prospective and newly admitted students.
- Performs other related tasks as required.

QUALIFICATIONS

Bachelor's Degree required.

Preferred qualifications include:
Experience using PeopleSoft, Campus Management Connect or other standard higher education industry
student records, admissions and/or recruiting systems.

Two years' related experience

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 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

$44,411 - $62,689

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.

**Candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law. Being fully vaccinated is defined for this purpose as being at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. Final candidates must be fully vaccinated as of their first day of employment.

**Until further notice, this is a hybrid position, eligible to work remotely and work in the office. All CUNY employees must reside within a commutable distance to the tri-state area.

CLOSING DATE

November 30, 2022

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.