



## **ENROLLMENT SPECIALIST**

### **FULL-TIME, CONTRACT**

Eastern Gateway Community College invites applications for the full-time Enrollment Specialist position. This position will be located between the Youngstown Campus and the Warren Site and will report to the Dean of Enrollment Services. This position has the responsibility to support the recruitment, admissions, and registration process for Eastern Gateway Community College. The ideal candidate will collaborate with other college departments to implement student enrollment strategies in order to meet enrollment goals.

**SALARY RANGE: \$38,295 - \$57,367**

#### **ESSENTIAL DUTIES AND ACCOUNTABILITIES:**

- Assist prospective students from point of inquiry through registration.
- Provide a case management approach to ensure students success from start to graduation.
- Conduct follow-up calls with prospective students - make outbound contact (by telephone or email) on a daily basis to encourage enrollment to the College.
- Provide information to prospective students concerning the program of study, policies of the school, and general expectations for satisfactory performance.
- Provide information to prospective students concerning "In-Demand Careers" identified by Ohio Means Jobs.
- Attend educational and community events as needed.
- Provide information to prospective students about programs and career pathways.
- Prepare reports for discussion with the Dean of Enrollment Services.
- Assist with the preparation of complete admissions records and student files.
- Maintain records of calls made, calls received, and issues/concerns addressed.
- Maintain all applications and student enrollment in the student database system.
- Assist in the development and implementation of an effective marketing plan.
- Address any issues or concerns raised by students regarding cost, financing, curriculum, tutoring.
- Effectively and accurately communicate school policies, processes, and procedures relating to the various student support services.
- Travel, evening and weekend hours, as needed.
- Other duties as assigned.

### **EDUCATION AND EXPERIENCE:**

- A minimum of a bachelor's degree.
- 1-5 years enrollment services experience preferred.
- Experience with college recruiting a plus.

### **SKILLS AND ABILITIES:**

- Candidate should be able to effectively communicate in person and in writing and be able to speak publicly.
- Should possess high energy, attention to detail, and the ability to organize effectively.
- Ability to work on a team and independently.
- Ability to travel when necessary.

Resumes and the names, addresses and telephone numbers of at least three professional references should be sent to:

**Administrative Services  
Eastern Gateway Community College  
4000 Sunset Blvd.  
Steubenville, OH 43952**

\*Internal applicants should include an Employee ID number in their letter of intent.

Applications will be accepted until this position is filled.

Eastern Gateway Community College does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, disability, veteran status, military status, gender identity or expression, genetic information, or sexual orientation. The College will promote equal opportunities to all employees, applicants for employment, students, and student applicants for admission to the College through a positive and continuing affirmative action program. Eastern Gateway Community College will fully comply with all federal, state, and local laws and regulations to guarantee equal opportunities. All contractors of this College will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Eastern Gateway Community College is an equal opportunity institution.