



ENROLLMENT SPECIALIST

FULL-TIME, CONTRACT

Eastern Gateway Community College invites applications for the position of full-time Enrollment Specialist. This position will be located at our Steubenville Campus and will report to the Dean of Enrollment Services/Registrar. This Enrollment Specialist 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.

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.
- 3-5 years of experience working in enrollment services is 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.
- Computer skills required; experience using PowerCampus and Filebound is a plus.
- Ability to proactively connect with students and encourage program/course commitment.
- Great problem solving ability.
- Ability to work independently and maintain a schedule while also working in a team environment.
- Excellent organizational skills and ability to multitask.
- Some evening and/or weekend work is required, as well as occasional travel to conferences and events.

A letter of intent, your resume and the names, addresses and telephone numbers of at least three professional references should be sent to:

[careers @egcc.edu](mailto:careers@egcc.edu)

If using mail service, please send to: Human Resources, attention Kim Johnson
Eastern Gateway Community College
4000 Sunset Boulevard
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.