

**COLORADO NORTHWESTERN COMMUNITY COLLEGE  
JOB DESCRIPTION**

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**POSITION TITLE:** Admissions Coordinator (Part-time)

**DEPARTMENT:** Student Services

**REPORTS TO:** Vice President of Student Services

**SUPERVISES:** Work-study students as necessary

**FLSA:** FACULTY \_\_\_\_\_ APT  X  COACH \_\_\_\_\_

**DOCUMENT STATUS:** New/**Date:** 10/08/2021 **Revision #** 3 **Date:** 05/23/2022

**PAY/HOURLY RATE:** \$15.00/hour

**TRAVEL:** Occasional

**COLLEGE-WIDE**  X  **CAMPUS:**  X  **RANGELY** \_\_\_\_\_ **CRAIG** \_\_\_\_\_

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**ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:**

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has various unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, National Park Service Academy and the Paleontology Plan of Study. We also offer great opportunities for our students in Nursing, Dental Hygiene, Emergency Medical Services and Automotive Technology. The college provides AA, AS, AAS, and certificate programs so students have excellent choices in their degree plans.

**GENERAL SUMMARY:**

The Admissions Coordinator reports directly to the Vice President of Student Services. This position develops, maintains and manages the database of prospective students, assists in the planning, coordination, and the execution of recruiting and outreach promotions, activities, and events. The Admissions Coordinator is also responsible for all aspects of the admissions process.

**PRIMARY DUTIES:**

***Daily activities such as, but not limited to:***

- Responsible for all admission awards including database management, assignment of student numbers and college acceptance communications.
- Processes all aspects of new student applications including transcripts and related support materials.
- Manage information central in the Johnson Building
- Meet and gives tours to visiting prospective students and parents, including walk-ins. Provides admissions counseling on the admissions process.
- Assists with phone, e-mail, and other contacts with prospective students throughout the admissions process (freshman, returners, and transfer).
- Possess strong communication, interpersonal, and customer service skills.
- Proficient in the usage of computer programs (Microsoft Office) and other technologies required.

- Excellent customer service. Assist with answering general phone calls. Support customer service and general information questions
- Oversees the daily activities of the Admissions Customer Relations Management (CRM) software (Banner, Recruit, etc.)
- Provides staff with training and support for the Admissions CRM (Banner, Recruit, etc.)
- Oversees the execution of a comprehensive admissions communication plan (both print and electronic) for first year, transfer students, school counselors, and family members through all stages of the admissions process.
- Monitors all admissions web pages to ensure content is up-to-date and accurate; revises content as needed.
- Attention to detail and ability to multi-task; determination to meet recruitment goals.
- Reviews and revises all printed admission letters annually.
- Assists with planning, organization, and implementation of both on- and off-campus recruiting events for prospective students, parents, and secondary school counselors and other individuals or organizations involved with the college onboarding process.
- Provides counsel and service to prospective students inquiring about admission to the college.
- Excellent communication. Provide regular feedback to supervisor and recruiting team on prospects, calendar, and requests.
- Promotes and maintains continued cooperation with other administrative offices that are integrated with the admissions process.
- Demonstrates civility and professional, customer-service oriented behavior, worthy of emulation by other staff and students.
- Promote and adhere to the Mission of the College and employee handbook.
- Performs other duties as assigned.

**ESSENTIAL SKILLS, ABILITIES & KNOWLEDGE:**

*This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:*

1. **Education and Training:** High School Diploma or equivalent
  - **Prior Related Experience:** Two (2+) or more years' of successful sales, marketing, recruiting, customer service or experience.
2. **Licensure/Certification:** Driver's license
3. **Equipment Skills:**
  - Prepared to learn CRM and SIS related to recruiting.
  - Computer skills, data entry skills, multi-line phone
  - PC experience with Excel, Word, and other Microsoft Office application software.
  - Proven ability to work as a team player, appropriately exhibiting a positive attitude and sense of humor.
4. **Other Qualifications:**
  - Ability to work with superiors, department heads, and Administration of CNCC
  - Ability to communicate effectively, verbally and in writing
  - Ability to manage confidential materials and maintain confidentiality when working on specific tasks or projects
  - Ability to establish and maintain effective working relationships with all levels of college staff, college organizational units and departments, as well as units external to the organization
  - Ability to organize and manage work teams and work products effectively and efficiently
  - Knowledge of administrative tasks and responsibilities

## **PREFERRED QUALIFICATIONS**

**1. Education and Training:** AA/AS Degree from an accredited College or University

**2. Equipment/Software Skills:**

- BANNER Software knowledge
- Recruit Software knowledge

**3. Other Qualifications:**

- Three (3+) or more years of successful sales, marketing or recruiting experience.
- Previous successful experience in marketing educational programs and in the recruitment of students.

## **APPLICATION INSTRUCTIONS:**

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

*Review of applications will begin immediately.*

### **Colorado Northwestern Community College is an Equal Opportunity Employer**

Colorado Northwestern Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all students, employees and other designated groups.

## ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely

O = Occasionally

F = Frequently

C = Continually

(less than ½ hour per day)

(1/2 - 2.5 hours per day)

(2.5 - 5.5 hours per day)

(5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting					X	Computer data entry
Stationary Standing			X			Talking with employees in hallway
Walking			X			Meeting employees in other areas of the college.
Ability to be Mobile					X	Ability to walk to various campus offices
Crouching (bend at knees)		X				
Kneeling/Crawling		X				
Stooping (bend at waist)			X			
Twisting (knees/waist/neck)			X			
Turn/Pivot			X			
Climbing		X				
Balancing		X				
Reaching Overhead			X			
Reaching Extension			X			
Manual Dexterity					X	Key board data entry
Pushing/Pulling						
1 - 10 lbs.					X	Moving files
11 - 20 lbs.		X				
21 - 35 lbs.	X					
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					
Lifting/Carrying						
1 - 10 lbs.					X	Moving files
11 - 20 lbs.		X				Possibly during benefit fair
21 - 35 lbs.	X					
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					

<b>Other physical demands:</b>						
<b>Sensory Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Describe any job duty that requires repetition or a unique application of the activity.</b>
Talking in Person					X	Major portion of the position.
Talking on Telephone					X	Major portion of the position.
Hearing in Person					X	Major portion of the position.
Hearing on Telephone					X	Major portion of the position.
Vision for close work					X	Major portion of the position.
<b>Other Sensory Requirements</b>						
<b>Environmental Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Comments</b>
Safety requirements (i.e. clothing, safety equipment required, activities performed)	X					
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)		X				
Operation of equipment, tools, vehicles			X			
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)		X				
<b>Other environmental requirements:</b>						

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This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

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Employee Review: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Review: \_\_\_\_\_ Date: \_\_\_\_\_