

Enrollment Specialist

The Enrollment Specialist serves as the primary contact for prospective students interested in online programs at Point University. This position is multi-faceted, so the ability to multi-task and produce in high stress environments is required. Possessing leadership traits and taking initiative in project planning are must haves to succeed in this position and in the work environment.

Essential Responsibilities

- Process applications and manage their follow-up to increase applicant conversion. Weekly communication with each student is expected.
- Advises prospective students and their parents about the admission process and procedures. This includes advisement about the financial aid process and procedures, to ensure the enrollment management process is being followed.
- Position may require some travel to recruit new students.
- Work collaboratively with other departments to ensure a smooth entry process for new students.
- Assists with the execution of recruitment and marketing events, primarily virtual.
- Attend and assist with graduation ceremonies.

Required Attributes and Skills

- Bachelor's Degree or commensurate experience
- Outstanding organizational skills; able to multi-task
- Must seek to take the initiative and has demonstrated a strong work ethic
- Ability to provide guidance to and motivate prospective students
- Excellent interpersonal, communication and teamwork skills
- Excellent computer skills: word processing, spreadsheets, data bases, and social networking
- Flexibility to work nights and/or weekends

Preferred

- Experience with student information systems, including but not limited to Anthology (Campus Management) and Ellucian.
- Fluency in Spanish and English