



## **Enrollment Office Manager**

Point University is an accredited, private institution that educates our students within a Christian worldview that prepares graduates to compete for the careers of their choice and to attain their professional and life goals. We are training the next generation of Christian leaders to take the cross to more job sites, churches, industries, and nations than ever before.

The Enrollment Office Manager serves as the primary supervisor to Office Coordinator, Receptionist and Student Ambassadors. This position is multi-faceted, so the ability to multi-task and produce in high stress environments is highly encouraged. Possessing leadership traits and taking initiative in project planning are must haves to succeed in this position and in the work environment.

### Primary Responsibilities:

- Works collaboratively with other departments to ensure a smooth entry process for new students who enroll at Point.
- Processing incoming documents- this includes inputting the information into system, scanning the documents and linking them to the student, and distributing them to their appropriate admission counselor for the hard file. This also includes ensuring all necessary institutions are active and added into the system. Linking the documents into School Docs.
- Tracking inventory/Placing orders for replacement materials-this includes printed materials for events, general office supplies, and promotional items to give prospective students.
- Printing student letters every morning-this includes verifying all printed information is as accurate as we can confirm within our system.
- Advises prospective students about the admission process and procedures. This includes taking applications and advising students about the admission process and procedures, to ensure the enrollment management process is being followed.
- Assisting the Director of Admission with event planning- this includes preparing schedules, contacting student workers, set-up and prep for the event, and participation in the event.
- Answering the main admission office phone line and assisting callers with questions or directing them to the appropriate counselor or office.
- Minimal travel for recruiting on events held at Point sites.
- Other duties as assigned by Chief Enrollment Officer.

### Education and Experience:

A bachelor's degree from an accredited institution or applicable work experience is required. Candidates need the ability to prioritize and accomplish tasks from supervisor, staff members and students, ability to multi-task, and ability to work in a team environment.