Job Title:	**Enrollment Specialist**	**Hourly/Salary:**	Salary
Department/Area:	University Outreach	**Classification:**	Non-Exempt
Location:	Harrodsburg	**Travel Required:**	N/A
Hourly/Salary Range:		**Position Type:**	Full Time
HR Contact:	Terry VanMeter	**Date posted:**	05/24/2018
Position Fill Date:		**Posting Expires:**	
External posting URL:	www.campbellsville.edu		
Internal posting:	Human Resources Board		

Applications Accepted By:

Fax: (270)-789-5180

E-mail: jobs@campbellsville.edu

Subject Line: Enrollment Specialist

Attention: Terry VanMeter

Mail:

Director of Human Resources
Campbellsville University
1 University Drive UPO 944
Campbellsville, KY 42718

Job Description

Summary:

The position of Enrollment Specialist in University Outreach will base out of the Harrodsburg Education Center. The job is a full-time position. The Enrollment Specialist will hold a primary office at the Harrodsburg Education Center, and have office space at the Somerset Education Center.

The position will report directly to the Conover Education Center with reporting lines to both the Regional Director of Development and Church Outreach and the Dean of Regional Instruction and Services.

Qualifications:

- Must hold, or be within twelve months of completing a Bachelor's degree, Master's degree preferred
- Possess and exceptional commitment to Christian Higher Education
- Possess the ability to recruit students and guide prospective students through the enrollment process
- Flexibility in traveling between Harrodsburg, Somerset, and main campus
- Possess good telephone and personal communication skills in dealing with the public and the ability to relate well to faculty, staff, and students
- Possess a strong working knowledge of Campbellsville University and all programming
- Possess experience in computer use with excellent typing/word processing skills (accuracy being most important)

Specific Responsibilities:

- Work to ensure enrollment benchmarks in student recruitment and enrollment are met at the Regional Centers and across the area of University Outreach, with an emphasis on the Harrodsburg Education Center and the Somerset Education Center.
- Be available to make day trips to the main campus, Somerset Education Center, Harrodsburg Education center, and Hodgenville Education Center.
- Process student applications and assist in admissions processes for the Harrodsburg Education Center and Somerset Education Center.

- Help guide individual students all the way through the enrollment process
- Assist in recruiting, retaining, and advising students for the Somerset Education Center and Harrodsburg Education Center.
- Work closely with main campus admissions, financial aid, and development.
- Create openness to students that will enhance positive interaction and communication; evaluate needs of students and provide services that will enhance their personal growth and development; express care and concern for the students in all situations; strive to share the love of Jesus Christ with each student.
- Assist in completing any additional tasks deemed appropriate, as given by direct supervisors.
- Uphold the Christian mission of the university in professional and personal life, conducting oneself with integrity and professionalism.

Essential Responsibilities:

- Working hours necessary to perform job requirements satisfactorily on a regular basis.
- Managing absences from work in responsible manner to ensure service to university faculty, staff and students.
- Complying with Campbellsville University policies and practices and seeking clarification of them when necessary.
- Honor the mission of Campbellsville University and abide by rules and regulations and Standards of Conduct outlined in the Administrative Policies and Procedures Manual.

Campbellsville University, a comprehensive Christian institution offering undergraduate (associate and baccalaureate) and graduate (master's level) programs, stresses academic excellence solidly grounded in the liberal arts, personal growth, integrity, and fellowship within a caring environment. Campbellsville University is centrally located in the heart of Kentucky and has been listed in US News and World Report as one of “America’s Best Colleges” for 18 consecutive years. The University seeks to prepare students to enrich their own lives through lifelong learning, to contribute to their respective disciplines through continued scholarship, and to advance society as Christian servant leaders. An employee of Campbellsville University is expected to participate in the life of a local church in keeping with the spirit of the institutional mission statement and core values. The individual employee is expected to conduct him, or herself, both on campus and off, in a manner becoming an employee of a Christian institution, and the employee should uphold the highest standards of conduct in terms of honesty, truthfulness, respectful attitude, and conduct toward others. Each individual associated with Campbellsville University is to perform his or her daily responsibilities mindful of the intent of the institutional mission statement and core values.

Reviewed By:		Date:	
Approved By:	Terry VanMeter	Date:	05/24/2018
Last Updated By:		Date/Time:	