

Job Title:	Admissions Support Specialist	Hourly/Salary:	
Department/Area:	Graduate and Professional Studies	Classification:	Non-Exempt
Location:	LEC	Travel Required:	Yes
Hourly/Salary Range:		Position Type:	Full Time
HR Contact:	Jason Lawson	Date posted:	10/23/2019
Position Fill Date:		Posting Expires:	
External posting URL:			
Internal posting:	Human Resources Board		
Applications Accepted By:			
Fax: (270)-789-5180 E-mail: jobs@campbellsville.edu Subject Line: Admissions Associate Attention: Jason Lawson		Mail: Director of Human Resources Campbellsville University 1 University Drive UPO 944 Campbellsville, KY 42718	
Job Description			
<p>Qualifications:</p> <ul style="list-style-type: none"> • Minimum of an Associate degree and appropriate experience required, bachelor's degree and experience preferred. • The Admissions Associate should have an exceptional commitment to Christian higher education. • A background of active church participation is desirable. • Have a high level of competency in admissions processes (application processing, data entry, financial aid, etc.) as well as skill in using telephones, computers, and Microsoft Office Suite software / university proprietary software. • Have the ability to communicate in a clear, concise, and uncomplicated manner with domestic and <i>international students</i>. • Have an outgoing, energetic, and enthusiastic personality, be a "self-starter," and maintain the highest standards of conduct, appearance, and attitude. • Have the ability to work independently with minimum supervision. <p>Summary:</p> <p>The Admissions Support Specialist will report to the Director, CU Louisville Business Programs and work closely with staff/faculty associated with the CU Louisville Center operations. Successful applicants must possess demonstrated organizational and communication skills and have the ability to multi task and prioritize tasks assigned. Successful applicants must have excellent typing and computer skills, as well as experience with various office software and equipment. Previous experience supervising and evaluating graduate programs is highly preferred. Successful applicants must be able to demonstrate interpersonal as well as intercultural communication skills due to the diverse population of students the position helps to service. The Admissions Support Specialist will be expected to provide high quality services befitting the Christian mission of the university.</p>			

Specific Responsibilities:

- The Admissions Support Specialist will execute university policies concerning new student admission in compliance with university admissions standards and uphold student data integrity/confidentiality protocols.
- The Admissions Support Specialist will enter prospective student data in the university database (Jenzabar) for use during enrollment activities and registration/advising processes.
- The Admissions Support Specialist will provide CU Louisville staff and faculty with recruitment inquiries, application and admissions document updates, assist to maintain student enrollment files and materials
- The Admissions Support Specialist will work to collaboratively organize and plan, in conjunction with CU Louisville staff, new student orientation sessions at the beginning of each student intake.
- The Admissions Support Specialist will assist the CU Louisville Office Manager / Assistant when necessary
- The Admissions Support Specialist will greet and assist with high quality customer service all visitors to the CU Louisville Education Center.
- The Admissions Support Specialist will be responsible for taking incoming phone calls and fielding questions and/or providing initial information and instructions about university admissions processes, academic programs, basic immigration inquiries and other university policies/regulations. She/he will maintain a general familiarity with center degree programs advertised from the CU Louisville Education Center.
- The Admissions Support Specialist will be responsible for making outgoing phone calls to prospective and enrolled students regarding their enrollment status, admissions file, student accounts, and other information specific to the business programs.
- The Admissions Support Specialist will be responsible for webpage content updates specific to the Business Programs offered at CU Louisville.
- The Admissions Support Specialist will assist to create, implement and maintain a Business Programs handbook in conjunction with other Business Program personnel and faculty.
- All CU Louisville staff positions are responsible for maintaining data integrity. Working closely with the other members of the CU Louisville staff to ensure processes are completed accurately and timely and student information in Jenzabar is up to date.
- The Admissions Support Specialist will serve as a Designated School Official (DSO) in SEVIS for Campbellsville University and will be responsible for university compliance with all federal regulations regarding the recruitment and processing of international students and scholars. The Coordinator will assist in carrying out Campbellsville University's legal obligation to U.S. Citizenship and Immigration Services (USCIS), U.S. Department of Homeland Security and the U. S. Department of State, which authorizes Campbellsville University to issue visa-supporting documents to non-immigrants wishing to study in the United States.
- The Admissions Support Specialist will work closely with the CU Louisville Director (PDSO) regarding issues concerning Dept. of State rules and regulations governing international students and scholars.
- The Admissions Support Specialist will assist to organize and co-lead workshops each semester for the CU Louisville staff/faculty as an update on any new regulations, policies, and procedures of the SEVIS system.
- The Admissions Support Specialist will, in conjunction with other DSO's, issue I-20 forms (initial, continued attendance, and change of educational level), transfer I-20 records, recommend program extensions, recommend shortening programs, process approvals for Curricular Practical Training (CPT) and assist with application submissions for Optional Practical Training (OPT) for F-1 students. In all instances the Admissions Support Specialist will follow standard record-keeping procedures according to Code of Federal regulation requirements.
- The Admissions Support Specialist will be responsible for general office work to include, but not be limited to, creating new student files, assisting to maintain the CU Louisville physical and electronic filing system, photocopying, faxing, and editing materials associated with student admissions processes.
- Perform other assigned duties and take the initiative in helping other people and in promoting Campbellsville University.
- Support, when requested, the Director for CU Louisville Education Center with daily activities, correspondences, meeting organization, etc.
- Adhere to all Campbellsville University policies and procedures.

ESSENTIAL RESPONSIBILITIES:

- Work hours necessary to perform job requirements satisfactorily on a regular basis.
- Manage absences from work in responsible manner to ensure service to university faculty, staff and students.
- Comply 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.

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.

Employees must be able to perform the essential functions of the position with or without reasonable accommodations.

The above declaration is not intended to be an “all-inclusive” list of the duties and responsibilities of the job described or of the skills and abilities required to do the job. Rather, they are intended only to describe the general requirements of the job.

Reviewed By:		Date:	
Approved By:	Jason Lawson	Date:	10/23/2019
Last Updated By:		Date/Time:	