



Section I. – Job Details

Job Title:	Data Enrollment Specialist	Hourly/Salary:	Hourly
Department Area:	Enrollment	Classification:	Non-Exempt
Location:	Campbellsville, KY	Travel Required:	No
Reports to:	Data Team Coordinator	Position Type:	Full-Time
Position Fill Date:	1/30/2023		

External Posting URL – www.campbellsville.edu

Internal Posting – Human Resources Job Board

Section II. – Application Submission Information

FAX	EMAIL
(270) 789-5180	jobs@campbellsville.edu
Subject Line: Data Enrollment Specialist	Subject Line: Data Enrollment Specialist
Attention: HR Director	
ONLINE	MAIL
Click Link Below	Director of Human Resources
APPLY HERE!	Campbellsville University
Scan QR Code	1 University Drive, UPO 944
	Campbellsville, KY 42718

Section III. – Job Description

Job Summary:

Data processing for multiple locations and programs.

Job Responsibilities:

- Perform application processing and updating, and maintain student record keeping system.
- Manage and process all transcripts, required application documents, and inquiry cards.
- Scan, link, and enter all received documents into Jenzabar from the enrollment office for prospective students for ongoing recruitment and follow-up.
- Responsible for daily mail merge communications, including keeping letters updated.
- Create merge processes to streamline communications to prospective students and enrollment counselors
- Enter data for all field experience for all students in undergraduate, certificate, and graduate programs.
- Monitor templates for all data, revising as needed, and create letters, memos and emails.
- Calculate merit-based scholarships.
- Prepare data reports as requested/needed by the Data Team Coordinator and area Directors.
- Assist enrollment team in assuring all program requirements are met to receive acceptance letter.
- Responsible for hard copy filing, and responding to questions and requests for information.
- Answer incoming calls and assume other support duties as assigned.
- Implement college policies concerning new student admissions in compliance with the highest professional and accrediting agency standards.
- Maintain academic files with accuracy.
- Other duties assigned by the Coordinator

Skills/Qualifications:

- High School diploma/GED degree required.
- Appropriate technical and computer skills.
- Outstanding interpersonal and communicative abilities with strong organizational skills.
- Proficient in Word-Processing, and Spreadsheet manipulation.

Essential Duties:

- Working hours necessary to perform job requirements satisfactorily on a regular basis.
- Managing absences from work in a 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 is a comprehensive, Christian institution that offers pre-professional, undergraduate and graduate programs. The university is dedicated to academic excellence solidly grounded in the liberal arts that fosters personal growth, integrity and professional preparation within a caring environment. The university prepares students as Christian servant leaders for life-long learning, continued scholarship, and active participation in a diverse, global society.

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.

Section IV. – For HR Use Only

Approved by Human Resources 1/20/2023

Posted Internally 1/20/2023

Posted Externally 1/20/2023