



SHORTER COLLEGE JOB POSTING

Company: Shorter College

Job Title: Admissions Manager

Department: Enrollment Management

Status: Exempt

Start Date: Upon completion of Drug Test and Background Checks

Location: North Little Rock, AR

Salary Expectations: \$40,000

Work Schedule: 40 hours a week

SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Director of Admissions and Recruitment, the Admissions Manager will be responsible for all tasks listed and will be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials. Provide training and guidance; Delegate duties such as typing, copy, and scanning; Work with the Director to sustain and grow programs and service; Manage administrative functions to ensure smooth and efficient operations of the organization; Ensure duties delegated by Director; Attend and preside over meetings; Participate in strategic planning create presentations for meetings; Greet all incoming students into the Office of Admissions; Answer telephone lines; Assist with 2nd Chance Pell and input applications in CAMS; Interact with faculty, staff and students ensuring that the Registrar's Office process transcripts verification, degree audits, or other requested information; Maintaining and handling student records in a confidential manner and other duties as assigned.

EDUCATION and/or EXPERIENCE: The applicant must have at least two years of experience in higher education (admission/recruitment). Minimum of an Associate's Degree and be willing to work evenings and weekends. Previous supervisory experience managing professional and student staff is preferred.

LANGUAGE SKILLS: Knowledge of database systems with the ability to demonstrate proficiency in Word, Excel, Publisher, and PowerPoint. Ability to effectively communication in person and in writing and be able to speak publicly. Should possess high energy, attention to detail, and the ability to organize effectively.

REASONING ABILITY: Adequate typing skills of 65 wpm and effective oral and written communication skills are required. Experiences with production of a variety of media particularly print publications.

CERTIFICATES, LICENSES, REGISTRATIONS: A valid driver's license.

PHYSICAL DEMANDS: Not Applicable

WORK ENVIRONMENT: The ability to travel and work nights and weekends as necessary.

REQUIRED TESTING: Alcohol and Drug Test; Background Check

HOW TO APPLY: Applicants may submit a resume and cover letter to humanresources@shortercollege.edu or Mail to: 604 N. Locust Street, North Little Rock AR, 72214