ENROLLMENT SPECIALIST

QUALIFICATIONS
♦ Bachelor’s Degree in education, marketing, communication, or related field **required**
♦ Master’s Degree **preferred**
♦ Experience working in student services **preferred**
♦ Effective oral and written communication skills
♦ Knowledge of Gadsden State Community College policies and procedures
♦ Knowledge of Gadsden State Community College associates degrees and certificate programs
♦ Knowledge of current employment trends
♦ A commitment to the teaching-learning process of the community college and the open-door admission process

DUTIES
♦ Assists the Director of Enrollment Services to plan and implement student recruitment, enrollment, and orientation activities for Gadsden State.
♦ Assists the Director of Enrollment Services to plan, implement, and supervise pre-enrollment orientation for new students and assist with the Orientation 101 program as a facilitator or instructor.
♦ Represents the Enrollment Services Division within the service area and conducts public relations efforts to promote the College and its programs including outreach activities for schools, community agencies and businesses, high school relations, and adult student recruitment.
♦ Provides career development guidance and acts as College Career Coach for middle, high school, and non-traditional students with emphasis on general education, health science, and career technical programs at Gadsden State.
♦ Assists the Director of Enrollment Services to develop and implement workshops, seminars and recruitment activities, and assists with development of marketing strategies.
♦ Assists the Director of Enrollment Services to collect and analyze data relevant to recruiting, enrollment and retention outcomes, and evaluate overall program effectiveness.
♦ Prepares reports, recruitment materials for formal presentations for Enrollment Services, and meets all goals/objectives and timelines.
# ENROLLMENT SPECIALIST

- Serves as academic advisor during pre-college and first semester transition to college, and coordinates student transition to Academic Advisors and Program Faculty Advisors.
- Implements College recruitment plans, recruitment for the ACE Institute, all Dual Enrollment, and coordinates with Early Outreach initiatives.
- Schedules, coordinates, and hosts college campus tours and visits for middle and high school students.
- Establishes and maintains effective communication with secondary school Career Coaches and school personnel within the service area.
- Performs other duties as assigned by the Director of Enrollment Services.
- Complies with all policies of the Alabama Community College System and the College.

<table>
<thead>
<tr>
<th>PROJECTED STARTING DATE</th>
<th>September 2016</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>State Salary Schedule “C-3” – $35,000 (minimum)</td>
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<tr>
<td>APPLICATION DEADLINE</td>
<td>August 30, 2016 – 4:00 P.M.</td>
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<tr>
<td>APPLICATION PROCEDURE</td>
<td>ONLY COMPLETE APPLICATION PACKAGES WILL BE GIVEN CONSIDERATION FOR EMPLOYMENT.) Complete package consists of (a) Gadsden State Community College application, (b) letter of interest, (c) current résumé, (d) copies of transcripts of all postsecondary education; and (e) three current professional letters of reference. Send to:</td>
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**DIRECTOR OF HUMAN RESOURCES**  
**GADSDEN STATE COMMUNITY COLLEGE**  
**P. O. BOX 227**  
**GADSDEN, AL 35902-0227**  
**(256) 549-8236**

Application materials are considered privileged and confidential and will be used for employment purposes only.

Gadsden State Community College is an equal opportunity employer.

It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

Gadsden State will make reasonable accommodations for qualified disabled applicants or employees.

More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

The School reserves the right to withdraw this job announcement at any time prior to the awarding.

Any offer of employment is contingent upon a satisfactory criminal background investigation.

This employer participates in E-Verify.