

Vacancy Announcement Systems (VAS) Position Vacancy Announcement Request

Date: December 1, 2020 Department: Student Affairs and Enrollment Management

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Application Deadline: Open Until Filled Date Position to be filled: Open Until Filled

Position Title: Enrollment Specialist

Salary (annual): _____ Or Salary Range: \$30,000 to \$35,000

Please check all categories that apply to this position:

Status

Part-time
% of time

Full-time

Faculty Position

Temporary
 Tenure
 Tenure Track Probationary
 Grant
 Contract

Unclassified Position

Administrative
 Temporary
 Permanent
 Grant
 Contract

Classified Positions

Probationary
 Job Appointment
 Provisional Appointment

Contact Person: Katina Jones Telephone No.: 504-286-5271

Contact Email Address: KaJones@suno.edu

Contact email address is for: Human Resources utilization only Posting to VAS website

Brief job description [Maximum 5 lines @ 500 characters (including spaces) per line]:

We are looking for a responsible and organized Enrollment Specialist to advise and guide candidates in the enrollment process. The Enrollment Specialist will be responsible for assessing applications, handling documentation, collecting information, entering data and providing customer service. The Enrollment Specialist is a member of the Enrollment Management team and is responsible for implementing established student recruitment plans and strategies designed to increase the quantity, diversity, and success rate of SUNO enrollment. Extensive Travel Required.

Minimal qualifications [Maximum 4 lines @ 450 characters (including spaces) per line]:

- Bachelor Degree
- Experience in sales, business, management, recruitment and/or relevant experience.
- Customer service experience required.
- Excellent communication skills, both verbal and written.

Remarks [Maximum 3 lines @ 300 characters (including spaces) per line]:

Apply To:

or e-mail correspondence to:

An Equal Opportunity Employer