

Colorado Mountain College Position Description

Title: Admissions Representative – College Wide*
FLSA Classification: Non-Exempt
Hiring Salary Range: \$50,952.34 - \$56,613.71 (\$24.50 - \$27.22 per hour)

Primary Responsibility

Under the general supervision of the Associate Director of Admissions and Outreach or Vice President of Student Affairs, the Admissions Representative assists with the recruiting and pre-enrollment follow up of students. This position represents Colorado Mountain College at various recruitment events and coordinates follow up activities.

*Remote work options may be available and will be evaluated on an individual basis. On site attendance will be required at times for all positions. All candidates selected must live and perform all CMC work in the State of Colorado. Hours can vary based on time of year and student needs. This position will be required to visit our campuses in Western Colorado for certain events or meetings, including new student orientations, visit days or other occasions deemed important by the employee's supervisor.

Prerequisites for the Position (Qualification Standards)

Education and experience sufficient for the rigors of the position. Examples may include a Bachelor's Degree and one year of related experience, or equivalent education and experience that will provide the necessary knowledge, skill and abilities to perform the functions of the position.

Previous admissions and recruitment experience preferred.

Special Skills or abilities directly applicable to the position: this position works cooperatively with internal and external parties; develops and organizes events, requires exceptional organizational, writing, communication, presentation, analytical and interpersonal skills. This position needs to be current on the principles, practices, and trends in admissions, marketing and higher education. Most possess and maintain a valid Colorado Driver's License and be eligible to drive per Colorado Mountain College procedures.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

Essential Duties

1. Assists in student recruiting and pre-enrollment follow up, including recruitment of first-time freshmen, nontraditional students, and current students into four year degrees.
2. Represents the College to individuals and groups.
3. Schedules high school visits and gives presentations promoting the College.
4. Coordinates with campus personnel to attend events to promote the College.
5. Schedules tours and other events to bring students to the College's various campuses.
6. Assists with development and coordination of admissions process and procedure.
7. Assists in planning and organizing recruitment events.
8. Follows up with prospective students via phone and email.
9. Assists with the international student admissions process.
10. Assists in coordinating, developing, implementing and evaluating direct mail and telemarketing projects.
11. Prepares and submits reports.
12. Assists in maintaining automated systems and data files.
13. Serves on committees.
14. Remains informed regarding current issues and trends in admissions, marketing, and higher education.
15. Performs other duties as assigned.

Supervision Received

This position reports to the Vice President of Student Affairs.

Supervisory Responsibility

This position may supervise staff such as work study students.

Special Conditions of Employment

Successful completion of a background check including a motor vehicles records report required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

Travel throughout the CMC service area required. Evenings and weekends will be needed at times, due to the nature of the work. The position travels 75% of the time.

Working Conditions

This position requires frequent sitting and occasional standing, walking and driving; occasional climbing balancing, stooping, kneeling, bending, squatting, frequent handling objects, pushing/pulling, reaching with hands/arms, and constant finger movements; frequent lifting, carrying, pushing/pulling up to 50 lbs and occasionally up to 100 lbs, ordinary talking, hearing and full vision capabilities; constant reading/comprehending, writing, communicating orally, and reasoning, analyzing; and frequently performing calculations; occasional work in high, precarious places and exposure to fumes or airborne particles. Work is performed using a computer and standard office equipment daily; and may occasionally require use of small hand tools and a vehicle.

CUPA Codes: 411110/80% + 411100/20%
Date of Review 04192019; 11.29.2022 COL

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Note: This position description is intended to indicate the basic nature of the position allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all the duties listed, not does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.