

## Colorado Mountain College

### Position Description

Title: Senior Enrollment Services Specialist  
FLSA Classification: Non-Exempt (Hourly)  
Hiring Salary Range: \$51,133.34 - \$56,814.82 (\$24.58 – \$27.31 per hour)

#### Primary Responsibility

Under the general supervision of a designated leader, the Senior Enrollment Services Specialist assists with the recruiting activities and pre-enrollment follow-up of students. This position represents Colorado Mountain College at their campus and at off campus events. This position interacts with student inquires, applicants and current students.

The Senior Enrollment Services Specialist also applies knowledge of programs, procedures, and policies to provide administrative support and assistance in a student services function (e.g. registrar, student records, admissions, residence life, and financial aid). Assist current and prospective students and parents with a variety of inquiries and topics.

#### Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position. Examples include a Bachelor's Degree from an accredited institution and two years related work experience; or, Associate's Degree and three years related work experience, or High School Diploma/GED and four years related work 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 related to position: work cooperatively with internal and external parties; develop and organize events; strong written, verbal, and presentation skills; analytical and interpersonal skills; and the ability to multitask.

Knowledge of: current principles, practices, and trends in admissions, marketing, and higher education. Variety of standard administrative and business methods and procedures; standard Microsoft Office software. Familiarity with other software such as Access, Publisher, Photoshop, and Indesign beneficial.

Ability to: read, write, speak, and understand English well; operate variety of office equipment; proficient in computer applications, including word processing, spreadsheets and electronic mail; multi-task; meet deadlines; strong verbal, organizational, and interpersonal skills.

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 are preferred.

## Essential Duties

Recruiting, pre-enrollment, and student services activities such as:

1. Coordinates with Central Services Admissions on the scheduling of local high school visits and assists in the recruiting of local students
2. Works closely with other departments to provide services to onboard new students
3. Assists with the development and coordination of admissions processes and procedures
4. Assists in student recruiting and pre-enrollment follow-up; follows-up with prospective students via phone and email
5. Evaluates and processes admissions applications including determining residency status
6. Coordinates communication with applicant including phone calls, emails and mailings
7. Schedules and conducts tours and other events to bring students to the campus
8. Coordinates campus Visit Days for prospective students and their guests

General Student Services Coordination and Front Office support activities such as:

1. Coordinates new student orientations with faculty and staff
2. Coordinates programs, projects, events, special activities including Career Services activities on campus
3. Assist with Front Line Financial Aid Counseling, including; FAFSA assistance; general counseling on financing options; provides FA Self-Serve support and guidance, serves as back up for Financial Aid
4. Assists with the coordination of Concurrent Enrollment testing, registration and reporting.
5. May serve as a lead for front desk staff, admissions aides and/or supervise work study students
6. Trains and oversees the campus Student Ambassador program
7. Performs clerical and technical support duties; prepares and submits reports; assists in maintaining automated systems and data files
8. Serves on committees
9. Serves as a back-up for registration
10. Performs other duties as assigned.

## Supervision Received

This position receives direction from a designated supervisor.

## Supervisory Responsibility

Position serves as a lead for others in the department.

## Special Conditions of Employment

Successful completion of a background check including motor vehicles records report will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned. May require travel within the college district, altered work schedule and/or occasional evening/weekend hours.

## Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 50 lbs. Constant written and oral communication and the ability to reason and analyze and perform calculations occasionally. Work is performed using a computer and standard office equipment daily and driving a vehicle occasionally.

CMC is committed to the full inclusion of all qualified individuals. As part of this commitment, the College will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADA Coordinator, Human Resources, [benefits@coloradomtn.edu](mailto:benefits@coloradomtn.edu)

HR Reference Information:	
Position group and code:	<i>506000 50% - 411110 50%</i>
Date of review:	<i>05162017; 01292020; 01232023 range updated; COLA added 08032023</i>

*110.62496.30*

NOTE: This position description is intended to indicate the basic nature of positions 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 of the duties listed, nor 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.