



POSITION ANNOUNCEMENT

Admissions Data and Project Advisor

POSITION: Position is a full-time, twelve-month position which reports directly to the Director of Student Services. The ideal candidate should be persuasive, results-oriented, able to work independently and as part of a team. The candidate must have strong analytical ability, superior organizational skills, advanced verbal and written communication skills and possess excellent database management and system analysis skills. Coordination of Admissions staff to support admissions processing is within the scope of this position. Evening and weekend hours are required.

QUALIFICATIONS: Minimum of a Bachelor's degree required. Candidates with experience in providing student services will be given preference. Special skills and abilities include a basic knowledge of marketing techniques, strong computer skills for loading, analyzing, and reporting data; strong communication skills and proficiency in verbal and written communications for both external and internal customers; strong organizational skills and the ability to manage multiple tasks/projects. Experience with data sorts, data collection, and data analysis is beneficial. Proficient user of Microsoft Word, PowerPoint and/or Excel is a must.

RESPONSIBILITIES:

- Processes admissions applications and updates admissions files
- Maintains correspondence to prospective, accepted, and current students
- Keeps all students, staff and faculty informed on special campus events
- Maintains budget records, purchase requisitions and budget reconciliation records
- Updates Student Services forms/ Marketing Material
- Registers non-degree seeking students
- Scans/Indexes admissions paperwork into the Docubase system
- Target High School Senior enrollment chart (track local high school students who have applied and enrolled summer/fall/spring following high school graduation)
- Assist in coordinating campus activities (Blytheville, Burdette, Paragould, Crisp, Osceola & ACME Center) for both recruiting and retention.
- Collects and generates statistical reports for evaluation purposes of services provided/needed.
- Processes, codes, tracks, and collects all admissions forms and documentation.

- Assists in coordinating enrollment activities for high school students including Early College Program enrollment and secondary center enrollment.
- Manages and maintains the Applicant Database including data entry, contact reports, and letter generation.
- May represent ANC at regional events such as college fairs, festivals, and other community activities.
- Provides extended campus support for all recruiting, admission, and student activities.
- Maintains and update web site as needed (forms, dates, calendar, etc.)
- Develops and maintains all forms for each assigned task.
- Participates in professional development activities to stay current with admissions trends.
- Ensures all activities and student services are appropriately documented in accordance with College policy and procedures.
- Assumes other responsibilities and tasks as assigned by the Director of Student Services.

SALARY: Salary is determined by education and experience as defined on the Salary Placement Schedule. A generous fringe benefits package is included.

APPLICATION DEADLINE: Review of applications will begin immediately and continue until the position is filled. Interviews may occur throughout the application period.

APPLICATION PRODEDURE: To apply, send a completed ANC employment application, letter of interest, resume, references, and transcripts/certification materials to:

**Office of Human Resources
Arkansas Northeastern College
P. O. Box 1109
Blytheville, AR 72316-1109**

or email to anc-hr@smail.anc.edu. For more information, call (870) 762-3121.

Applicants applying for a position requiring a license, certificate, and/or educational attainment beyond the high school level will be required to provide the official documents prior to being approved for hire.

DATE OF ANNOUNCEMENT: July 19, 2017

ANC is an affirmative action, equal opportunity employer