

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: ENROLLMENT SERVICES COORDINATOR, GJSSC

Reports To: College of Business

UW Job Code: 7360

UW Job Family:

SOC Code: 21-1012

FLSA: Exempt

Pay Grade: 21

Date: 3-1-22

JOB PURPOSE:

Represent the College of Business personally and through marketing/communication efforts to give information about admissions processes/decisions for the University of Wyoming to prospective students, their parents, teachers, counselors and transfer students within Wyoming and across the country. Assist with the development and implementation of student recruitment strategies, as directed. Assist with planning, coordinating and supervising specific admissions programs, projects, events, and territories.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Directly engage with prospective students to increase the college's recruitment pipeline with an emphasis on yield from students who are admitted to confirming their enrollment.
- Plan, coordinate and supervise specific programs or projects, as assigned.
- Plan and implement recruitment/admission strategies for the college.
- Work collaboratively with university admissions representatives, college departments, staff and faculty in administering admissions and recruiting programs or projects.
- Awarding Academic Works scholarships in alignment with Student Financial Aid and UW Foundation policies.
- Work collaboratively with COB Marketing & Communication Specialist in administering marketing and communication email and social media campaigns for events and general prospective student funnel yield.
- Prepare a variety of recruiting/admission publications with COB Marketing & Communication Specialist

SUPPLEMENTAL FUNCTIONS:

- Provide data collection, program statistics, prepare reports and maintain program files.

- Respond to general correspondence, as directed, and assist with the preparation of newsletters for prospective students.
- May attend professional development workshops relating to admission.
- Perform miscellaneous job-related duties as assigned.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.

COMPETENCIES:

- Attention to Detail
- Collaboration
- Judgment
- Influence
- Technical/Professional Knowledge
- Service Orientation

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree

Experience: 1 year work-related experience

Required licensure, certification, registration or other requirements: None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- College-related programs such as financial aid, housing, registration and records, and academic advising.
- Time management and organizational skills.
- Planning and scheduling techniques.
- Admissions policies and eligibility requirements.
- Project planning, coordinating, and implementation procedures.
- Customer service standards and procedures.
- Budget/fiscal management.
- Data collection, report preparation, and statistical analysis.
- Student recruitment and retention issues.
- Programs/services available to university students.
- Community outreach practices.
- Innovations and current trends in university admissions.

Skills and Abilities to:

- Evaluate student transcripts and/or records.
- Event planning.
- Work effectively as a team member.
- Effectively supervise, evaluate and set work schedules for students.

- Communicate effectively, both orally and in writing, as well as in a public setting.
- Make administrative/procedural decisions and judgments with skills in gathering data, compiling information, and preparing reports.
- Complete moderately complex administrative paperwork.
- Perform complex tasks and prioritize multiple projects with skills in organizing resources and establishing priorities.
- Analyze and solve problems and make evaluative judgments.
- Provide excellent customer service.
- Manage databases, maintain records, word processing and data entry.
- Travel from location to location.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment. Frequent travel may be required.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.