



Muskegon Community College

221 S. Quarterline Road • Muskegon, Michigan 49442

POSITION VACANCY

Enrollment Services Representative

January 11, 2010

- POSITION:** Muskegon Community College is seeking qualified candidates for the position Enrollment Services Representative.
- RESPONSIBILITIES:** Assist students with the enrollment process by providing admissions and financial aid information; serve as a first point of contact for prospective and applied students to the college; execute the college's tactical and strategic enrollment plans with high school juniors and seniors, students at the alternative and adult education centers and at workforce development centers. Assist with new student orientation process.
- QUALIFICATIONS:** Minimum of an Associate Degree. Computer literacy and proficiency with the Microsoft Office Suite including Word, ACCESS, Excel and PowerPoint. The ability to work with diverse personalities, populations and in group situations. Must be able to speak and present to small and large groups Strong leadership, verbal, written and organizational skills Valid Michigan Driver's license.
- HOURS:** 7:30 a.m.- 4:00 p.m. or as assigned by Supervisor
- SALARY:** Professional Staff III
- EFFECTIVE DATE OF EMPLOYMENT:** As soon as position is filled.
- APPLICATION DEADLINE:** January 25, 2010

APPLICATION INSTRUCTIONS:

A new, completed, and signed Application Form, resume and transcripts must be received no later than 4:30 p.m. on the posted deadline. A résumé is not considered an application but a supplement to the application. The college does not return application materials. Applications are available on our website at www.muskegoncc.edu/hr. To receive additional information, call, e-mail, or write to the Office of Human Resources, Muskegon Community College, 221 S. Quarterline Road, Muskegon, MI, 49442; call (231) 777-0447; fax to (231) 777-0601; e-mail to aaron.hilliard@muskegoncc.edu.

ESSENTIAL FUNCTIONS:

- 1. Assist incoming and currently enrolled students with admissions and financial aid applications**
- 2. Recruit at area high schools, skill centers, adult education, alternative education and workforce development sites.**
- 3. Develop and maintain prospect and applicant database on DATATEL's Colleague software for use with mail, email, and telephone campaigns.**
- 4. Follow up with potential students to check on all stages of their entry to the institution.**
- 5. Plan, implement and follow up on outreach targeting college age and non-traditional adult learners; Focus special efforts at low-income and racially diverse audiences to increase college access from these underrepresented populations.**
- 6. Serve as a liaison to the high school community and to corporations for the processing of dual enrollment and corporate sponsored enrollees.**
- 7. Serve on a variety of college and external committees as related to the recruitment, academic preparation and retention of college students.**
- 8. Work on college orientations in a capacity to be determined by the Associate Vice President of Student Services.**
- 9. Other duties and activities as assigned by the Associate Vice President of Student Services.**

Muskegon Community College continues to promote staff diversity. Minorities, women and the physically challenged are encouraged to apply. Anyone with a disability will be reasonably accommodated by the College. If you have a disability and need accommodation or assistance in applying for this position, please contact Human Resources.

Muskegon Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, marital status, sexual orientation, political persuasion, disability, height, weight, or age in any of its educational programs, activities, and employment.