Job Description

Position Title: High School Admissions Assistant (On Campus/Online)
Reports To: Admissions Supervisor, Director of Admissions and Campus Deans

Major Responsibilities: Contact prospective students via telephone and email to inform them of the programs available at the University. Ensures that all recruitment and enrollment activities are conducted within the parameters established by the admissions requirements stated in the catalog, as well as in the University’s Code of Ethics.

Specific Duties and Responsibilities:

1. Read, understand and comply with the University’s mission, the catalog, the University’s policies and procedures, Staff Handbook, and institutional effectiveness process.
2. Respond to communications (email/voicemail) on a daily basis.
3. Maintain a thorough knowledge of the University’s policies and procedures as it pertains to the Admissions Department including (but not limited to) ethical standards, mandated regulations, program requirements, tuition and fees, class schedules, etc. and apply them consistently throughout the student’s enrollment process.
4. Obtain a thorough knowledge of the University’s objectives, requirements, and content of all programs of study offered in order to present complete, accurate, and factual information to prospective students.
5. Make contact with prospective students via telephone and email to provide program information and requirements. Set appointments for admissions advisors.
6. Organize, maintain, and update all student admissions information in the database, as well as in student’s file.
7. Conduct tours of the University campus for prospective students.
8. Manage lead flow through the University’s leads management database of prospective students by conducting follow-up telephone calls, documenting activities and enrollments and by closing activities when appropriate.
9. Participate in recruiting activities such as University fairs, career days, educational fairs, festivals, and any other activities to promote, develop, and maximize enrollment opportunities. This activity may fall on any day including weekends and before or after regular work hours.
10. Participate in the self studies and committees conducted by the University.
11. Support and participate in University Commencement Ceremonies.
12. Perform other duties as assigned.
This job description is intended to describe the general nature and level of work by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities required for this position in each Campus at all times. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors.

If you wish to apply for this position, please click on the link below to go to the FNU Career Center: