



Position Title: Distance Learning Admissions Advisor
Reports To: Online Learning Admissions Supervisor & Director of Admissions
Classification: Exempt
WC Code: 8868
Position Type: Fifth Level Administrator

Major Responsibilities: Identify, recruit and enroll prospective students in 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, the Staff Handbook and institutional effectiveness process.
2. Responds to communications (email/voicemail) on a daily basis.
3. Maintain a thorough knowledge of the University's policies and procedures pertinent to the admissions process including program requirements, tuition and fees, refund policies, class schedules, payment plans, etc. and apply them consistently to student's enrollment.
4. Obtain a thorough knowledge of the University's objectives, requirements and content of all programs of study offered in order to present complete and factual information to prospective students.
5. Works closely with students to identify and refine student's educational and career goals, providing ongoing advisement to those students.
6. Identify, recruit and enroll prospective students and conduct interviews with them and parents to provide program information and requirements, assess prospective student's post-secondary education needs, and finish the enrollment process as appropriate.
7. Organize, maintain, and update all student admissions information in the database, as well as in the students' file.
8. Complete and process all enrollment documents and ensure the student's file meet audit requirement standards.
9. Communicate with students on a regular basis and follow-up class participation to promote retention and educational continuity.
10. Conduct tours of the University for prospective student and parents.
11. Maintain a leads management program which includes number of enrollments, and follow-up calls.
12. Participate in recruiting activities such as University fairs, career days, education fairs, festivals, and any other activities to promote, develop and maximize enrollment opportunities. This activity may fall on any day including weekends and after regular work hours.
13. Support and participate in University Commencement Ceremonies.

14. Participate in the self-studies and committees conducted by the University.
15. Performs any special project assigned by the President or supervisor.
16. Performs other duties as assigned.

If you would like to apply for this position online, please click on the link below:

https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu&jobId=204031&lang=en_US&source=CC2