



Position Title: Admissions Kiosk Representative (Shopping Plaza/Mall)
Reports To: Director of Admissions, Admissions Supervisor and Campus Deans
Classification: Non-Exempt
WC Code: 8868
Job Type: Fifth Level Administrator

Major Responsibilities: Identify and recruit prospective students in the programs available at the college. Follow all FNU Policies, Procedures, Rules and Regulation and the FNU Code of Ethics. As well as, Title IX, Family Educational Rights and Privacy Act, as amended from time to time (“FERPA”), Florida Information Protection Act of 2014, as amended from time to time (“FIPA”), the EU General Data Protection Regulation as amended from time to time (GDPR) and all other applicable federal, state and local laws, rules, and regulations.

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. Respond to communications (e-mail, voice mail) 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, class schedules, etc.
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. Identify and recruit prospective students and provide program information and requirements.
6. Obtain a minimum of 1 quality lead per hour on average.
7. The majority of all appointments made should be within a 2 day period of time from the lead date.
8. Submit your results to your supervisor on a daily basis.
9. Accurately fill out your timesheet and submit it to your supervisor at the end of each week.
10. Ensure the Kiosk is properly maintained and is in a presentable condition. Report any maintenance issues to you supervisor.
11. Ensure there are adequate marketing materials and flyers available for mall contacts.
12. Participate in the self-studies and committees conducted by the university.
13. Support and participate in University Commencement Ceremonies.
14. Participate in the new students’ orientation.

15. Performs other duties as assigned.

16. Ensure that they are compliance Title IX of Education Amendments Act of 1972.

Note/Requirements:

- As a part time employee with Florida National University, meal breaks are not provided on days you are scheduled for 6 hours or less. If you are scheduled more than 6 hours, you will receive a 1 hour unpaid meal breaks.
- This is a standing position. Sitting for long periods is not permitted.
- The use of computers and college resources is limited for school business purpose. Installation of any software is prohibited.
- English/Spanish proficiency
- Professional dress is mandatory (please refer to the employee dress code policy)
- Only FNU employees are permitted to remain in the vicinity of the Kiosk. Family members, friends or other non-business related individuals are prohibited.

This job description is intended to describe the general nature and level of work being performed 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. These are general guidelines for this job position.

Non-compliance of any rule, regulation, policy or expectation may lead to disciplinary action up to and including termination.

To apply for this position please click on the link below:

<https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu>