



Position Title: Admissions Advisor

Reports To: Director of Admissions, Admissions Supervisor and Campus Deans

Classification: Non-Exempt

WC Code: 8868

Position Type: Fifth Level Administrator

Major Responsibilities: Identify, recruit, interview and enroll prospective students in the programs available at the University. Provide prospective students and relatives with program information and related requirements. Assess post-secondary education needs. Facilitate enrollment processes ensuring all related documents in student files meet audit requirement standards.

Specific Duties and Responsibilities:

- Develop and maintain thorough knowledge and understanding of university objectives, requirements, and academic programs. Effectively communicate accurate information to prospective students and relatives. Consistently apply this understanding and knowledge to carry out enrollment processes.
- Provide information relating to academic requirements, tuition fees, semester and class schedules, etc.
- Conduct university tours and participate in student orientations.
- Identify, assess, and determine educational and career goals by providing ongoing advisement.
- Facilitate student enrollment processes by interacting and collaborating with university's academic and administrative units.
- Follow-up with enrolled students to promote retention and educational continuity.
- Use leads management program to track leads for prospective students, follow-up calls, and enrollments. Organize, maintain, and update all student admissions information and student files.
- Participate in recruitment activities such as University fairs, career days, education fairs, festivals, and other activities to promote, develop and maximize enrollment opportunities. Responsibilities sometimes require working evenings/weekends and travel to other University campuses and/or locations.
- Participate in the self-studies and committees conducted by university.
- Support and participate in Commencement Ceremonies.
- Perform ad hoc project assigned by the President or supervisor.
- Ensure compliance with Title IX of Education Amendments Act of 1972. 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. Read, understand and comply with the University's mission, catalog, policies and procedures, Staff Handbook and institutional effectiveness process.
- Respond to communications (email/voicemail) on a daily basis.

Education & Experience Requirements:

- Associate-level degree. Bachelors strongly preferred.
- Experience in admissions, sales and/or recruitment
- English language (write, speak, read)
- Spanish language (write, speak, read)
- Strong communication and interpersonal skills. Team player with strong work ethic who takes initiative.

Job Type

Full-time.

Location

Main Campus
4425 W. Jose Regueiro (20th) Avenue, Hialeah, Florida 33012

Schedule:

Monday to Friday

- **Monday – Thursday:**
*2 days from 8:00am to 5:00pm; and
2 days from 12:00pm to 9:00pm
e.g., Monday & Wednesday; Tuesday & Thursdays*
- **Fridays** alternate (*campus closes at 7pm for Admissions Department*)

Working Conditions

General office working conditions. Noise level is at normal office capacity.

Physical Demands

The physical demands described here are representative of those that must be met by employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee may be required to frequently and for extended periods of time, sit; stand; walk; use hands to handle and feel objects; reach with hands and arms; climb stairs. This position requires the ability to see, hear, and operate a computer keyboard and standard office equipment. The employee must lift and/or move up to (10) pounds and occasionally lift and or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust to focus. The employee must travel to other campuses, as needed and/or required.

Safety Hazard of the Job

Minimal Hazards.

Benefits:

- Health insurance (medical, dental, vision)
- Paid Time Off
- Tuition waiver
- Tuition reimbursement
- 401(k)
- 401(k) matching
- Life insurance

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 position.

Apply:

Send your cover letter *and* resume in PDF format to humanresources@fnu.edu

Subject line must indicate position for which you are applying.

FNU will not consider applications that fail to indicate position title in the subject or without PDF attachments.