



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 and enroll prospective students in the programs available at the University. 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. 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, class schedules, 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. Identify, recruit and enroll prospective students by conducting interviews with them and parents to provide program information and requirements, by assessing prospective student’s post-secondary education needs, and by finishing the enrollment process as appropriate.
6. Work closely with students to identify, refine, assess and determine student’s educational and career goals, providing ongoing advisement to those students.
7. Facilitates the student enrollment process by interacting and collaborating with the academic/ administrative units of the institution.
8. Organize, maintain, and update all student admissions information in the database, as well as in the students’ file.
9. Complete and process all enrollment documents and ensure the student’s file meet audit requirement standards.
10. Communicate with students on a regular basis and follow-up class participation to promote retention and educational continuity.
11. Conduct tours of the University for prospective student and parents.

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12. Maintain a leads management program of prospective students which includes number of leads, follow-up calls, and enrollments.
13. 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.
14. Participate in the self-studies and committees conducted by the University.
15. Participate in the new students' orientation.
16. Support and participate in University's Commencement Ceremonies.
17. Performs any special project assigned by the President or supervisor.
18. Performs other duties as assigned.
19. Ensure they are in compliance with Title IX of Education Amendments Act of 1972.

Requirements:

1. Associate-level degree required. Bachelors or Master preferred
2. English/Spanish required
3. Customer Service and teamwork skills

Schedule:

- 2 days from 8:00am to 5:00pm (Monday to Thursday)
- 2 days from 12:00pm to 9:00pm (Monday to Thursday)
- Schedule will alternate on Fridays from the times listed above

Note: The use of computers and University resources is limited for school business purpose. Installation of any software is 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.

Employee Name: _____

Employee Signature: _____

Date: _____