



Office of Human Resources

POSITION DESCRIPTION

TITLE:	Senior Admissions Officer
LOCATION:	Enrollment Services Office
REPORTS TO:	Associate Director of Admissions
GRADE:	CCRIPSA 11
WORK SCHEDULE:	Nonstandard, normally Monday - Friday
SUPERVISES:	Clerical staff as necessary

ABOUT CCRI:

The Community College of Rhode Island is the state's only public comprehensive associate degree and certificate-granting institution. We provide affordable open access to higher education at locations throughout Rhode Island. Our primary mission is to offer recent high school graduates and adult learners the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs.

At CCRI, we are committed to building an inclusive and diverse campus community. We strive to hire and retain culturally competent faculty and staff members who reflect the demographics of our state and our increasingly diverse student population.

We believe that our diversity is our strength. We celebrate, support and thrive on the diverse experiences, backgrounds, and perspectives that are represented across our four campuses.

We are OneCCRI, working together to prepare learners to achieve their highest potential.

To learn about what employees value at CCRI and what it means to work here, please read about our Guiding Principles and watch videos of our employees doing what they do best: <https://www.ccri.edu/equity/culture/guidingprinciples.html>

BASIC FUNCTION:

Participate in a full range of admissions activities including, but not limited to, development of marketing plans/recruitment strategies, enrollment monitoring, recruitment/outreach, admissions decision making and credential evaluation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Recruit new students through activities such as high school visits, College Fairs, Career Nights, public outreach events and general information sessions.
- Schedule and conduct individual in-person and telephone interviews with prospective students, their parents and/or spouses regarding the initial application.
- Evaluate application credentials for admissions decision making.

- Advise/counsel continuing students who are considering changing majors; assist qualified students with academic program selection.
- Participate in student scheduling sessions and advising/counseling sessions.
- Participate in establishing enrollment goals for the Office of Admissions & Records and individual academic departments.
- With academic departments and Office of Public Relations representatives devise, develop and coordinate general recruitment and program-specific literature for new and continuing students.
- Coordinate and conduct campus tours for high schools, community agencies and others as requested.
- Prepare statistical reports, as well as other written reports; correspond, as appropriate, with students regarding the various stages of the admissions process at which they are involved; prepare other related reports, correspondence, surveys, etc.

OTHER DUTIES AND RESPONSIBILITIES:

- Assist with the development of a marketing plan to recruit candidates into College programs.
- Develop proposals to convert unclassified and Open College majors to specific academic programs.
- Assist in the implementation of the enrollment management model of the Office of Admissions & Records.
- Assist in the administration of the high school enrichment program.
- Coordinate matters pertaining to admissions with the Computer Resource Center, Financial Aid, Bursar, etc.

Other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Ability to use computer terminal and related computer software. There is considerable communications via the telephone and through public speaking engagements. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions

QUALIFICATIONS:

Bachelor's degree required, Master's degree preferred in related field. At least three years of professional experience in college Admissions required. Additional professional experience in college Financial Aid preferred. Knowledge of and experience with on-line computer systems highly desirable. Knowledge of and experience with marketing strategies highly desirable. Strong interpersonal and communication skills essential.

CCRI is an Equal Opportunity / Affirmative Action Employer.

We recognize that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Title IX Coordinator at: TitleIXCoordinator@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:

<https://ccri.edu/campuspolice/pdfs/ASR-Final-92019.pdf>

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Knight Campus

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