COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION: Admissions Officer

LOCATION: Office of Enrollment Services

REPORTS TO: Director of Admissions or designee

GRADE: PSA 10

WORK SCHEDULE: Non Standard; 35 hours/week, Monday – Friday
Evening and weekend hours will be required as needed.

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

JOB SUMMARY:
Responsible for the implementation of the Admissions programs for all students; including public information, correspondence, admission recruitment activities, counseling and advising of students, evaluation of admissions credentials, participation in admissions decisions and assisting in student scheduling.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Visit and speak at high schools and agencies for the purpose of recruiting students. Coordinate material and admission information with the guidance community.

- Attend college fairs on and off campus and other recruiting functions, conduct campus tours, participate in the guidance breakfast and open house events.
- Evaluate credentials submitted by applicants for admission to the College and make recommendations regarding admissibility; assist students with course selection.
- Interview prospective students and their parents to provide them with information regarding the College.
- Coordinate general information sessions and special events to prospective students.
- In areas of specialization prepare necessary reports, statistical analyses and other data related to Admissions.
- Review for completeness and forward to person responsible for foreign and immigrant students' admissions screening and records. Provide information on immigration policies.
- Assist with Dual Enrollment responsibilities as assigned.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively in a diverse, inclusive and student-centered environment, and with students of various learning styles, cultures, identities, and life-experiences.
- Other related 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.
- Knowledge of computerized student information system strongly preferred.
- Counseling/admissions experience strongly preferred.
- Evening and weekend work required as needed.
- Bilingual in English and Spanish preferred.

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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