

San Joaquin Valley College
Job Description

Job Title: High School Admissions Representative
Department: Admissions
Reports To: Enrollment Services Director
Classification: Full-time, Non-exempt

Summary: The High School Admissions Representative is responsible for generating leads from interested high school seniors by conducting presentations at high schools, meeting with those prospective students and their parents, and directing them through the enrollment and start process.

Essential Duties and Responsibilities:

- Generates qualified leads through conducting presentations at high schools and public events
- Acquires and maintains a contact database for all area high schools
- Addresses community groups, college nights and career fairs as appropriate
- Contacts and follows up on high school leads they generate
- Schedules appointments with prospective students and their parents
- Makes admissions presentations to prospective students and their parents
- Gives prospective students a tour of the college
- Schedules placement exams and discusses results with applicants
- Refers applicants to financial services
- Directs students and their parents through the commitment and enrollment processes
- Follows up by telephone and correspondence for orientation, start date, uniform and supplies
- Records all activities in CampusVue
- Performs other duties as assigned

Supervisory Responsibilities: This job has no supervisory responsibilities.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Project Management – Develops project plans; coordinates projects; communicates changes and progress; complete projects on time and budget.

Customer Services – Manages difficult or emotional student situations; responds promptly to student and counselor requests; solicits student and counselor feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills – Maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Visionary Leadership – Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to students.

Leadership – Exhibits confidence in self and students; inspires and motivates students to perform well; accepts feedback from others.

Quality Management – Looks for ways to improve and promote quality presentations.

Diversity – Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Ethics – Inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities.

Judgment – Exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process.

Motivation – Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence.

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status and position; accepts responsibility for own actions; follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Quantity – Meets productivity standards; completes work in a timely manner; strives to increase productivity.

Safety and Security – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment properly.

Adaptability – Adapts to changes in the work environment; manages competing demands; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; arrives to meetings and appointments on time.

Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative – Volunteers readily; looks for and takes advantage of opportunities.

Innovation – Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

Qualifications: To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Associate's Degree and related work experience

Language Skills – Ability to read and interpret documents such as handbooks and forms; ability to write routine correspondence; ability to speak effectively before groups of students and counselors.

Mathematical – Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio and percent.

Reasoning Ability – Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access, PowerPoint and Outlook; and master proprietary software used to maintain student records.

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

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; talk and hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.