

WESTERN MARICOPA EDUCATION CENTER | DISTRICT # 402

Job Description

<b>Job Title:</b>	Adult Ed District Admissions Representative
<b>Supervisor:</b>	Assistant Superintendent for Professional Development and Adult Ed
<b>Terms of Employment:</b>	Monday – Friday, 10:00 AM to 7:00 PM, some evenings and weekends required
<b>Salary Range:</b>	\$32,130 - \$44,370
<b>Location:</b>	Corporate Office 5487 N 99 <sup>th</sup> Avenue Glendale, AZ 85305

**Essential Duties and Responsibilities:**

- Communicate professionally with prospective students via phone, in person, by email and other electronic means
- Set appointments, conduct interviews and tours, and enroll prospective students
- Updates student management system with prospective student information
- Ensures applicants meet the admissions requirements per West-MEC Adult Ed Admission Policy
- Complete enrollment paperwork
- Follow up with all enrolled students prior to orientation and start of program
- Follow up with students and seek referrals
- Assist in student retention
- Conduct/participate in outreach events
- Keeps current with all COE, US DOE, State, VA, etc., policies and requirements
- Adult Education website monitoring/maintenance/update
- Social media/PR support
- Other duties as assigned

**Knowledge and Skills:**

- Demonstrated ability to foster collaboration and effective communication across diverse groups of constituents, prospective students, students, parents, instructors, alumni, and staff
- A working knowledge and familiarity of FERPA policies
- Detail-oriented
- Must be able to use computers and standard software, including email and web applications
- Understanding of computation and statistical reporting applications
- Exceptional management and organizational skills
- Interest in, and ability for, problem-solving and long-term planning
- Ability to initiate and nurture collaborative partnerships
- Ability to professionally and effectively respond to customer complaints in person, via email and by phone
- Possess high level of interpersonal skills to handle sensitive and confidential situations

- Ability to maintain a motivated and team oriented attitude even under pressure
- Ability to maintain staff morale and enhance customer service through positive team building efforts
- Ability to meet deadlines within time constraints
- Experience in social media and public relations

**Requirements:**

- Winning attitude and an entrepreneurial approach to student success
- Excellent communication (verbal and written) and presentations skills
- Computer literate including office software, email, web applications, etc.
- Prior experience in higher education and/or admissions
- Must maintain professional appearance and manner
- Must be able to obtain and maintain an Arizona driver's license
- Must hold a valid fingerprint clearance card issued by DPS
- Will be required to travel to perform job functions
- Must be able to sit at computer desk for extended amounts of time, lift 50 pounds, and climb stairs

**Closing Date:** Open until filled

**Start Date:** July 1, 2018

**Application Procedure:**

Submit on-line application – [west-mec.org](http://west-mec.org)

Include:

- Letter of interest
- Current Resume
- Three professional references (names, addresses, and phone numbers)

Western Maricopa Education Center is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Western Maricopa Education Center does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.