



Office of Enrollment Management
Admissions Specialist
This job is located at IUPUC in Columbus, Indiana.

IUPUC—Indiana University-Purdue University Columbus—continues to deliver high-quality undergraduate and graduate degree programs aligned with and responsive to regional educational needs since 1970. IUPUC is located in Columbus, Indiana, and enrolls between 1,500 and 1,800 students annually. IUPUC offers academic programs to students who reside in Bartholomew, Brown, Decatur, Jackson, Jefferson, Jennings, Johnson, Ripley, Shelby, and other counties in southern Indiana.

RESPONSIBILITIES

The primary role of the Admissions Specialist is to provide administrative support to the Director of Recruitment and Admissions and serve as an integral part of the admissions office by assisting in the developing, overseeing, and managing key admissions and recruitment operations.

This position will oversee and lead admissions/recruitment with new prospective students that includes warehousing our office's ongoing communications with prospective students' Input admissions applications for fall, spring and summer terms, monitor the progression of the admission process, and make admissions decisions (conditional, good standing, probation) on applicants; Design and implement interactive communication strategies with prospective students, process permanent intercampus transfer forms, and coordinate and attend ongoing training with other admissions staff of loading college credits for incoming transfer students; Provide integral involvement in support and coordination of the planning and implementation of large annual recruitment events; Provide training and day-to-day supervision for student workers including delegating daily work responsibilities.

REQUIREMENTS

High School diploma or equivalent, plus 1 to 2 years of experience in customer service and/or administrative assisting plus prior customer service and strong verbal and written communication skills.

Applicants should possess a sincere interest in helping others achieve goals toward higher education. Under the supervision of the Director of Recruitment and Admissions, analyze and problem solve; assist in planning, organizing, and work management; customer service; and teamwork and collaboration.

In addition, strong verbal and written communication skills and positive interpersonal skills in dealing with various constituents are required. Other abilities include attention to detail with accuracy and timeliness; ability to handle confidential information and to perform multiple tasks while dealing with time pressures, multiple concurrent tasks, student/faculty/staff contact, interruptions, and distractions.

INSTRUCTIONS ON HOW TO APPLY

Qualified applicants interested in the position must apply online at <https://jobs.iu.edu/> Search for **posting #07071PP**. A resume and cover letter must be submitted with your online application. Indicate in your cover letter why you are interested in becoming a member of IUPUC's team. The deadline for applications is **Monday, March 5, 2018**.

BENEFITS/PERKS

University-sponsored benefit plans are a significant part of Indiana University's total compensation package. You may want to go to <http://hr.iu.edu/benefits/> to learn more about the resources, services, and other generous benefits available to Indiana University employees.

Columbus is located one-hour south of Indianapolis, 1¼ hours from Louisville, and 1½ hours from Cincinnati. Columbus is a unique Midwestern community with a population of 46,000 known for its world class architecture. The American Institute of Architects ranked Columbus sixth in the nation for architectural innovation and design – right behind Chicago, New York, Boston, San Francisco, and Washington, D.C. There are wonderful programs for young children, many parks, excellent philharmonic orchestra, and people trails. The community is also well known for its culture and its predilection for innovation.

For further information please visit: <http://www.iupuc.edu/> and <http://columbus.in.us>

IUPUC is an EEO/AA employer, M/F/D/Veteran