

Mercyhurst University Job Description

Job Title: Graduate Enrollment Coordinator
Department: Graduate & Continuing Education
Location: Erie
Reports to: Director of Graduate and Continuing Education
VP: Vice President of Enrollment
Classification: Administrator
FLSA: Exempt

SUMMARY

Manages graduate enrollment functions for assigned territories/programs.

DUTIES AND RESPONSIBILITIES

- Assists director in developing plans, implementing initiatives and assessing tactical performance as it relates to assigned territories/programs
- Recommends and assists in implementing improvements to schedules, policies and procedures to advance unit effectiveness
- Develops and serves as resource expert on enrollment practices to resolve complex student issues, and assists students with special circumstances in receiving support
- Plans and executes workshops, orientation sessions, and events to acquaint students with enrollment processes
- Reviews and suggests edits for content for print and on-line enrollment materials
- Helps with the registration of students, both new and returning, as it relates to assigned territories/programs
- Assists in the processing of applications and their supplemental items when necessary
- Some recruitment-oriented travel required
- Performs related duties as assigned.

EDUCATION AND EXPERIENCE

Bachelor's degree; Master's degree preferred; experience working in a higher education or training setting; excellent interpersonal and oral/written communication skills; service orientation; demonstrated ability to handle multiple priorities and meet deadlines, numbers and quotas; demonstrated proficiency with Microsoft Office software (Word, Excel, Access, Powerpoint); able to work nights/week-ends when necessary.

KNOWLEDGE, SKILLS AND ABILITIES

Able to work in a fast-paced, team environment. Confidentiality a must, strong communication, written and verbal skills, excellent clerical/general office skills; high ethical standards and professional behavior; must have excellent interpersonal and communication skills (verbal and written); be able to work independently; be proficient with database, word processing, and spreadsheet software.

WORKING CONDITIONS

Office environment; exposure to computer screens; occasional travel.

ABOUT MERCYHURST: Mercyhurst is a private, Catholic institution founded by the Sisters of Mercy. The institution's main campus is situated on 70-acres in Erie, PA overlooking the great lake. Enrollment at the Erie campus is approximately 3,100 and offers over 50 undergraduate programs, 5 graduate degrees and 1 doctoral degree.

APPLICATION PROCESS: Review of applications will begin immediately and continue until the position is filled. Send cover letter, resume and 3 work-related references to:

**Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546**

Mercyhurst University is an Equal Opportunity Employer that encourages members of diverse groups to apply.