



MERCYHURST

UNIVERSITY

501 East 38th Street
Erie, PA 16546

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800-825-1926

mercyhurst.edu

Data and Communication Coordinator

Location: Erie

Department: Admissions

Reports To: Director of Admissions

Full/Part Time: Full time

Classification: Non-exempt

POSITION SUMMARY

The Data and Communication Coordinator position is responsible for coordinating the application process for all undergraduate, graduate, and international applicants. Additional duties include working cooperatively with admissions counselors and maintaining the electronic application filing system within Slate; processing decision letters; financial aid offer letters; and more.

DUTIES AND RESPONSIBILITIES

- Manages electronic Admissions Office records for all applicants.
- Manages the influx of documents, including transcripts, letters of recommendation, and uploads them to the student Slate file.
- Assist with general needs of the department as assigned by the director.

EDUCATION AND EXPERIENCE

- Associate degree at minimum preferred.
- Student personnel or related field with three or more years of clerical experience with emphasis in admissions work.
- Prior admissions experience within a college atmosphere or equivalent combination of education and experience.
- Microsoft Office products and computerized admissions.

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.

APPLICATION PROCESS

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

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state, and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate based on race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state, and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

Candidates must be currently eligible to work in the United States