



# MERCYHURST

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## UNIVERSITY

501 East 38th Street  
Erie, PA 16546

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800-825-1926

[mercyhurst.edu](http://mercyhurst.edu)

## Enrollment Coordinator – Graduate & Professional

**Location:** Erie

**Department:** Graduate and Professional Admissions (GPA)

**Reports To:** Director of GPA

**Full/Part Time:** Full Time

**Closes:** *Open until filled*

**POSITION SUMMARY:** An Enrollment Coordinator-Graduate & Professional is instrumental in the recruitment of both graduate and adult baccalaureate prospects. The counselor will assist students applying for these programs through the application process until enrollment.

### 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 applicant issues
- Plans, executes or assists with recruitment workshops, orientation sessions, and events to acquaint students with enrollment processes
- Reviews and suggests edits for content for print and on-line enrollment materials
- Provides information gleaned during the enrollment process to help with the registration of new students 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.

### QUALIFICATIONS:

- **EDUCATION**
  - Bachelor's degree
- **KNOWLEDGE/EXPERIENCE**
  - Prior college admissions or sales experience preferred, but not required
- **SKILLS/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; able to work nights/weekends when necessary.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

LIFTING - Rarely

DRIVING- Occasionally

PUSHING/PULLING- Rarely

DATA ENTRY- Frequent

CLIMBING- Rarely

OVERNIGHT TRAVEL- Rarely

**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](mailto:hrinfo@mercyhurst.edu)

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**Candidates must be currently eligible to work in the United States.**