

University of Houston – Clear Lake

Position Description

Job Title: **Coordinator, Enrollment Management**

Job Code: **3886**

Pay Grade: **040**

FSLA: **EX**

Location: **Pearland**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree required.	Masters degree in Student Personnel, Counseling or related area preferred.
Experience	Minimum of two years experience in Admissions/Advising/Recruiting in higher education.	
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Part of a student-centered enrollment management team, the enrollment coordinator performs comprehensive recruitment activities to achieve enrollment goals for the Pearland Campus and to support the overall recruitment goals of the university. Coordinates operations in the enrollment office of the Pearland Campus.

Duties and responsibilities	% Time
Provides general oversight and coordination for the enrollment office at the Pearland Campus. Works with the Directors at the Clear Lake campus to resolve student enrollment issues according to policies and practices. Enforces work schedules and office operations as determined by the Registrar, Executive Director of Financial Aid and the Executive Director of Admissions. Submits a weekly report to the Executive Director of Admissions.	40
Provides pre-admission counseling for undergraduate and graduate students at the Pearland Campus. Responsible for implementing enrollment management for students from the point of initial contact to enrollment which includes a well developed communication plan and data analysis. Provides limited support to university activities for maximizing current student enrollment.	40
Responsible for developing and implementing an undergraduate, graduate and corporate recruiting plan and creating a budget to support the plan. Participates in recruiting activities on campus and off campus for the Pearland campus and some activities for the Clear Lake campus in accordance with the annual recruitment plan. Works with the Events Coordinator in the planning of events for the Pearland Campus; other duties as assigned.	20

This position description describes the general qualifications, duties and responsibilities of work being performed.