

JOB INFORMATION

Effective Date	5/4/2022
Job Code:	3886
Job Title:	Coordinator, Enrollment Management
Salary Grade/Structure:	030 - Admin-Professional
Career Level Name:	P3 - Senior Professional
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Enrollment Management
Job Family:	Enrollment Management
Job Summary	<p>The Enrollment Coordinator works with students who have completed an enrollment application and ensures they have all needed information to complete the enrollment process for domestic admissions and our nursing program.</p> <p>This position is also very instrumental with coordinating students road map with all parties and tracks the completion and submission of all documents to matriculation and communicates with the potential student to identify and resolve road-blocks that would hinder the student from starting classes.</p>

COMPETENCIES

Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree		Required	
Master's Degree		Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Some	Minimum three years of experience in Admissions, Enrollment Services, Enrollment Management, Nursing or a related field as well as supervisory experience.	Required	
Considerable	Five years of experience.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
• Thorough understanding of higher education policies regarding admission and enrollment; specific knowledge of undergraduate/graduate degree requirements.	Proficient
• .Ability to communicate effectively in speech and writing and to interact with a broad range of clientele	Skilled
• Must be able to handle conflict with diplomacy and execute good decision making.	Skilled
• Ability to be flexible, analyze and respond to varying situations.	Proficient
• Ability to prioritize and work under pressure.	Proficient
• Must be a self starter with the ability to work with limited guidance.	Proficient
• Must be able to work extended hours or weekends during peak times and for special programs, projects or events.	Proficient
• Skills in Microsoft Office, specifically Word, Excel, and PowerPoint	Skilled

JOB RESPONSIBILITIES

Campus Security Authority ☒

Remote Work Capable ☐

Essential Functions

Essential Function	% TIME
• Provides oversight and coordination for the Enrollment Office at the Pearland Campus. Directly supervises two front counter staff. Works with the Directors at the Clear Lake campus to resolve student enrollment issues and general conflict resolution, according to policies and practices. Works with Director of Admissions on complex conflict issues and overall enrollment goals for programs for the Pearland location.	50%
• Provides territory management for undergraduate and graduate students at the Pearland Campus from the point of initial contact to enrollment. Participates in recruiting activities on campus and off campus for the Pearland campus and Clear Lake campus in accordance with the annual recruitment plan.	35%
• Performs the following duties for the Registrar's Office: resets passwords, removes holds, prints transcripts, accepts and submits proof of meningitis vaccination, receives graduation forms and payments, accepts and reviews various forms for the Office of Admissions and Registrar. Schedules and provides tours of the campus.	10%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description
30%	