



ADMISSIONS COORDINATOR

The Admissions Coordinator is responsible for providing administrative and clerical services to the campus, as well as, assisting the admissions representatives. Admissions Coordinators are crucial to daily campus operations as well as campus growth.

Essential Job Duties and Responsibilities:

- Greet all visitors and students; direct traffic.
- Making outbound calls to set new student appointments and remind returning students of upcoming deadlines.
- Additional administrative projects such as making copies, putting together binders, admission packets, etc.
- Take payments and enter them into the administrative system.
- Maintain international applicant, student files, records, and enter student information into the CSI's administrative system.
- Record and forward all purchase orders.
- Maintain general cleanliness and outward appearance of the location; general house-keeping.
- Receive and sort mail.
- Contact vendor services as needed for copiers, vending machines, etc.
- Other duties and special projects as assigned.

Qualifications:

- High school diploma required.
- Ability to communicate well orally and in writing.
- Excellent interpersonal skills.
- Ability to learn and apply new skills to the job.
- Computer skills required. Knowledge of Microsoft Office applications is a must.
- 1 year of admissions/sales experience or experience in an administrative role; or equivalent combination of education and experience.
- Must be bilingual.
- Knowledge in F-1 status and SEVIS regulations preferred, but not required.

Compensation:

- \$25,000 – 30,000/full-time. Subject to experience and level of education.