

## POSITION DESCRIPTION

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**TITLE:** Admission Fellow - (Full-time, Contingent)

**Collective Bargaining – Ineligible - Contingent**

**Contingent positions are not eligible to participate in collective bargaining.**

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### **JOB SUMMARY:**

General responsibilities include front desk reception, counseling and interviewing prospective students, conducting information sessions about the College, supporting and attending on and off campus recruitment events such as open houses and Admitted Seahawk Days, responding to email and other inquiries, and other duties to support the operations of the admission office and enrollment operations. This position reports to the Director of Admission.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Responsible for following the policies and procedures as defined in the employee handbook.
- Effectively communicates the St. Mary's College brand, programs, and value proposition.
- Assists with the planning and conducting of on-campus-recruiting events, such as open houses, Admitted Seahawk Days, etc.
- Reviews, analyzes and processes applications for admission following all policies, processes, procedures and guidelines of the admission application review process.
- Provides excellent customer service to all visitors, faculty, staff, and students, including greeting and checking guests in appropriately.
- Ensures reception area is presentable and well stocked for visitors.
- Maintains communication with facilities to ensure cleanliness of restrooms during busy times.
- Monitors the admissions email box and responds or routes inquiries to the appropriate party.
- Prepares mailings and ensures they are complete and accurate on a regular and timely basis.
- Provides support for the outgoing communication flow.
- Actively contributes to a positive office and work environment.
- Some evening and weekend hours are required.
- Occasional travel to support admission events.

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**MINIMUM QUALIFICATIONS:**

- Education: Bachelor's degree.
- Must have a valid driver's license and be eligible to drive leased automobiles.
- Ability to lift at least 25 pounds.
- Working knowledge of various computer software packages; i.e., word processing, spreadsheet applications, and database management is desirable.
- Strong speaking, writing, and interpersonal skills are essential.
- The ability to interact with diverse groups of people and a good sense of humor are highly desirable.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.