



Job Title: Admissions Data Coordinator

Position Summary:

Manage and ensure accuracy of admissions data in support of recruitment and enrollment goals. Be responsible for all incoming and outgoing mail to prospective students, families, and influencers throughout the entire recruitment cycle. Support the enrollment goals by providing timely entry of student data into the database, prompt processing and sending of mail, and compiling and distributing regular status reports to the team.

Reports to: Vice President for Enrollment Management

Responsibilities:

Essential job responsibilities include but are not limited to:

With a focus on enrollment goals:

- Ensure consistent, accurate, and timely entry of student data into database and CRM system.
- Manage downloading, importing and/or manual entry of all purchased names, new student inquiries, test scores, and applications from various sources.
- Receive and provide timely and appropriate handling of all messages in the admissions inbox.
- Assemble applicant files and distribute to appropriate counselor. Process admission decisions in database and manage mailing of acceptance and rejection letters.
- Process daily mail – both incoming and outgoing – in a timely and accurate manner.
- Provide weekly status reports on progress toward admission and enrollment goals.
- Meet on a regular basis with the VP and other members of the admissions team to evaluate progress toward goals.
- Oversee student workers who assist in achieving enrollment goals.
- Provide leadership in maintaining an organized flow of data, admissions files, and communications to internal and external constituents.
- Assess procedures and suggest ways to streamline and improve the recruitment and enrollment process and increase the likelihood of successfully meeting enrollment goals.

Secondary job responsibilities include but are not limited to:

Assist with special campus events involving prospective students and their families.

Assist with miscellaneous departmental duties as assigned.

Qualifications:***Minimum Education and Experience:***

Bachelor's degree required

Database and/or CRM system experience strongly preferred

Demonstrate and articulate a personal Christian faith

Knowledge, Skills and Abilities:

Strong desire to promote Christ-centered higher education

Ability to perform in a fast-paced, high-performing, goal-oriented environment

Knowledge and deep understanding of computer systems and technology

Strong support of departmental goals

Excellent written and verbal communication skills

Ability to interact with a variety of individuals in a professional, courteous and tactful manner

Ability to work independently without close supervision

Ability to prioritize tasks, completing them accurately and in a timely manner

Application Requirements:

Review of applicants will begin immediately and continue until the position is filled. Candidates are requested to send the following materials:

1. Complete Application
<https://www.montreat.edu/wpcontent/uploads/2017/08/application.docx>
2. Professional Resume
3. Cover letter
4. Personal testimony of salvation
5. List of three professional references

By Mail:

Kristin Janes

Vice President for Enrollment Management

Montreat College

P.O. Box 1267

Montreat, NC 28757

Or email to: EMjobs@montreat.edu

About Montreat College:

Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the main campus. The College is committed to Christ-centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.