



Job Title: Admissions Office and Data Coordinator

Position Summary:

Serve as the primary point of contact for students and parents contacting and visiting Admissions. Support the enrollment goals by providing timely entry of student data into the database, prompt processing and sending of mail, and timely handling of admissions files as they move through the enrollment process. Assist with routine imports and exports in/out of our CRM system.

Reports to: Vice President for Enrollment Management

Successful candidate will affirm and support the Mission, Vision, and Statement of Faith of Montreat College as found here: <https://www.montreat.edu/about/mission/>

Responsibilities:

Essential job responsibilities include but are not limited to:

With a focus on enrollment goals:

- Greet visitors, answer and direct all incoming phone calls, handing off to appropriate staff as needed.
- Receive and provide timely and appropriate handling of all messages in the admissions inbox.
- Oversee the processing of daily incoming and outgoing mail in a timely and accurate manner.
- Ensure consistent, accurate, and timely entry of student data into database and CRM system. Assist with routine exports out of the database.
- Manage downloading, importing and/or manual entry of new student inquiries, applications, test scores, transcripts from various sources.
- Assemble applicant files and distribute to appropriate counselor. Process admission decisions in the database.
- Contribute to the oversight of student workers who assist in achieving enrollment goals.
- Assist database administrator in assessing procedures and suggesting ways to streamline and improve the recruitment and enrollment process and increase the likelihood of successfully meeting enrollment goals.
- Meet on a regular basis with the VP and other members of the admissions team to evaluate progress toward 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
Excel, 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:

1. Complete [application](#).
2. An updated resume.
3. Personal statement of Christian faith.
4. Three professional references.

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.

