**Job Title:**
Graduate Admissions Coordinator for Hallie Ford School of Graduate Studies at PNCA

**Job Description:**

The Graduate Admissions Coordinator works to support both graduate admissions and other administrative needs of the graduate school. These duties are diverse and shift with the academic season and include, acting as an initial point person for HFSGS graduate student life cycle, from inquiries through admissions and enrollment. The position is responsible for channeling inquiries to appropriate resources, clerical and visitor support for the weekly operations of Graduate Admissions, support of individual graduate programs and tasks assigned by the Administrative Director of HFSGS and reports to the Administrative Director.

**Job Duties:**

- Receives graduate program visitors to the Office of Graduate Admissions
- First point of contact with general HFSGS graduate inquiries via email, phone, walk-ins and mail; funneling the contact to the correct department/s inquiry pool and program chair/assistant
- Provides tours, and meetings with graduate inquiries
- Will need to work at the Glass building occasionally
- Assists in event planning and organizing on-campus events with the graduate studies team
- Manage display of graduate program materials for Graduate Admissions
- Inventory and purchase office supplies as needed
- Support Administrative director by completing data entry, filing and other clerical tasks as directed
- Collaborate with international studies office representatives to support the application and enrollment of international candidates
- Other duties as assigned.

**COMMUNICATIONS**

- Organize special USPS mail communications to prospective students, applicants, and accepted students; regularly update materials in consultation with Graduate Program Chairs and Director of Graduate Admissions.
- Mailing of graduate view books to all inquiries (with student help)
- Lecture series organization and send out announcements
• Support promotion and marketing of Graduate Lecture Series to prospective students, current students, alumni and graduate school contacts
• Generate lecture series content for Emma, Slate, PNCA email and PNCA calendar

CUSTOMER RELATIONSHIP MANAGEMENT (CRM)
• Attend Slate Trainings as directed and continue to self-educate with the CRM knowledge base to develop comfort and skill with the Slate system
• Use the Slate CRM for event planning, communications, and application management
• Use the Slate CRM to build and maintain query lists to support program recruitment
• Contribute to application cycle prep in collaboration with technical support. This includes the preparation of application materials, forms, templates, and reports in advance of each new admissions cycle
  ○ Annually update application materials and processes
• Assist in Admissions/Financial Aid data entry, filing and other clerical support for graduate related data/files

APPLICATION MANAGEMENT
• Perform tasks to support and prepare applications based on the graduate studies admissions and recruitment timeline provided by the Administrative Director
• Receive documents and track application materials within the office
• Communicate and follow up with applicants to make sure all required materials have been received and understood when appropriate
• Support Graduate Chairs/Heads with help in Slate reader, queries, etc as needed

Minimum Qualifications:
(Please include the minimum education, experience, computer skills, etc. for the position)

• Bachelor's Degree required
• Position requires a high degree of data literacy, office management skills, attention to detail, and interpersonal intelligence; consult supervisor when unsure of a policy.
• Exercise of human relations skills is critical to the success of this position. Position is key to maintaining important positive college relations with PNCA faculty, staff, administration, students, and members of the community and the public.

KNOWLEDGE, SKILLS, AND ABILITIES
• Ability to manage time effectively.
• Knowledge of college admission guidelines, standards, and procedures, and higher education recruitment in general.
• Ability to communicate effectively, both orally and in writing.
• Ability to plan and execute administrative tasks in an organized and efficient manner.
• Ability to exercise critical human relations skills in establishing and maintaining effective and positive working relationships with college faculty, staff, administration, students, and members of the community and the public.
• Maintain privacy of confidential documents.
• Must be proficient with Mac software, Powerpoint, Excel, Word, and e-mail correspondence via Google Suite.

Preferred Qualifications:
• Bachelor of Fine Arts Degree preferred. Master’s degree desirable
• Experience in higher education, admissions office work, sales/marketing, or related fields are highly preferred.
• Proficiency with Adobe Creative Suite are preferred skills.

Typical Work Schedule:
(For example: Monday – Friday 8am to 5pm).

Monday – Friday 8 am to 5 pm

Physical Demands & Working Conditions:
Light physical exertion. Normally seated, standing, or walking at will. Periodic handling of lightweight materials.

PNCA recognizes that diverse classrooms and workplaces offer the richest learning opportunities and is committed to a policy of equality in our admission and employment practices. PNCA welcomes applications from candidates that expand the college’s diversity. PNCA is an equal opportunity employer.

TO APPLY: Send a CV and cover letter to hr@pnca.edu. For best consideration, apply by August 11, 2021.