
Job Title	Admissions Coordinator
PVN ID	HC-2304-005587
Category	Clerical/Office Services
Location	HUNTER COLLEGE
Department	School of Education
Status	Part Time
Hourly Rate	\$22.00-\$25.00
Hour(s) a Week	15.00-19.00
Closing Date	Jul 20, 2023 (Or Until Filled)

General Description

Founded in 1870 as New York City's first teacher-preparation school, the Hunter School of Education continues its deep commitment to advancing our understanding and practice of education in an urban context and to engaging our students as they prepare to enter increasingly complex and diverse communities as professionals in education. Through research, teaching and community engagement, SOE faculty, staff and students make significant contributions to improving the lives of youth, families, and the community.

The Office of Partnership Programs manages the alternative certification, subsidized, and non-traditional programs within the Hunter College School of Education and supports students in these programs. Working in partnership with a variety of local and national organizations, we offer programs in a wide range of teacher certification areas and school leadership certification for both novice and experienced teachers. Our programs offer participants the opportunity to gain hands-on experience in schools while enrolled in graduate coursework at Hunter College with many providing subsidized tuition.

The Admissions Coordinator is responsible for managing the admissions process from start to finish for approximately 400 students enrolled each year through the Hunter College School of Education Office of Partnership Programs; serves as a liaison between program participants, Office of Partnership Programs staff, other Hunter College offices, staff and faculty on matters related to admissions. Please note this is an in-person position.

Other Duties

- Manage the admissions process for all applicants from start to finish
- Assist and support new students through the Hunter College application process
- Review transcripts and applications for graduate study across approximately ten programs
- Advise new students about the admission process by phone, email, and in person
- Communicate extensively with students who are missing admissions materials

- Maintain and enter information into multiple database systems for all applicants; maintain accurate and updated records regarding applicants' status throughout the admissions process
- Perform general administrative work including filing, word processing, database report generation, and organization and maintenance of student documents and program records
- Coordinate day-to-day administrative activities related to admissions based on the supervisor's guidance and goals.
- Provide prospective students with information about Office of Partnership Programs programs
- Implement processes to improve and streamline admissions administrative operations under direction of supervisor
- Assist in the analysis of admissions data including preparation and dissemination of admissions reports
- As needed assist with the planning and implementation of recruitment events
- Other duties as assigned

Qualifications

- Bachelor's degree required; preferably some graduate school
- Experience working in a higher education setting, preferably in an admissions capacity
- Experience in the CUNY system preferred
- Experience advising students, preferably in a higher education setting
- Demonstrated experience managing complex multi-step projects with multiple stakeholders
- Ability to organize, prioritize, and coordinate day-to-day projects and assignments
- Ability to handle multiple tasks and meet deadlines; ability to follow-up as needed and take responsibility for completing assignments
- Excellent attention to detail
- Ability to work independently and as part of a team
- Ability to communicate effectively with diverse audiences
- Ability to organize and manage records and archival systems
- Excellent communication, organization, and interpersonal skills
- Proficient in MS Office programs and Google apps