Job Title	Admission Liaison and Processing Coordinator
PVN ID	LE-2507-006926
Category	Administrative Services
Location	LEHMAN COLLEGE
Department	Enrollment Management-Admission
Status	Full Time
Annual Salary	$64,072.00 - $66,154.00
Hour(s) a Week	35
Closing Date	Sep 21, 2025 (Or Until Filled)

General Description

The Lehman College School of Health Sciences, Human Services, and Nursing, and the School of Education have partnered with SEIU 1199 to implement the Career Pathway Training Program (CPT). CPT is designed to educate new students in nursing, social work, and clinical mental health counseling. We are seeking a dynamic Admission Liaison Processing Coordinator to work in our Office of Admissions to ensure the seamless processing of applications for students entering the CPT program. This is a grant-funded position for two years.

Other Duties

- Manage the processing of undergraduate and graduate 1199 applications for Nursing, Social Work and Clinical Mental Health Counseling programs, ensuring timely and accurate data entry in CUNYfirst and Slate
- Serve as liaison between the School of Health Sciences, Human Services and Nursing (HS2N), the Nursing and Social Work departments, the School of Education, and 1199 Service Employees International Union (SEIU) representative
- Maintain and update applicant records
- Respond to applicant inquiries regarding admissions status, documentation requirements, and college policies
- Assist with the preparation of reports and application data for institutional planning and enrollment tracking
- Oversee the collection, verification, and organization of required admissions documents (e.g., transcripts, residency documentation, test scores)
- Communicate with students regarding incomplete applications and assist them in completing the admissions process
- Coordinate with academic departments and faculty for the review and decision-making of graduate applications
- Support the onboarding of newly admitted students by collaborating with key offices such as the

Onboarding Advisement, Registrar, Bursar, Financial Aid, and Student Affairs
- Duties as assigned by the Associate Director and Director of Admissions

Qualifications

MINIMUM JOB REQUIREMENTS:

- Bachelor's degree required
- Experience or familiarity with online admissions systems (e.g., Slate and PeopleSoft)
- Proficiency in Microsoft Office Suite

REQUIRED COMPETENCIES:

- Strong organizational and multitasking abilities with excellent attention to detail
- Excellent communication and interpersonal skills, with a strong ability to engage with diverse populations
- Demonstrated ability to manage multiple priorities in a fast-paced, team-oriented environment
- Excellent written and oral communication skills including telphone etiquette and professionalism in handling calls, emails, and correspondence
- Knowledge of the Lehman College and CUNY admission and academic requirements and policies OR the willingness to be trained in admission and academic policies and procedures