CROWDER COLLEGE
POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>Status: 24 hrs/wk, 12 mth</th>
<th>Title</th>
<th>STUDENT SERVICES COORDINATOR</th>
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<tbody>
<tr>
<td>Revised: 3/10/2015</td>
<td>Department</td>
<td>McDonald County Site-Student Affairs</td>
</tr>
<tr>
<td>Level: Professional</td>
<td>IPEDS</td>
<td>Other Professional</td>
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<td>FLSA: Exempt</td>
<td>Reports to</td>
<td>McDonald County Site Director</td>
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</tbody>
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POSITION SUMMARY

Serve as primary contact for student services and provide general advisement including admissions counseling, assessment, enrollment, and advisement. The position assists with recruitment; receives financial aid applications and forwards to appropriate department for processing; and coordinates other Student Services activities and services as needed. Additionally, the Student Services Coordinator evaluates and coordinates the processes of registration and advising at the off-campus site location in accordance with established institutional policies and procedures. The Student Services Coordinator provides information and responds to inquiries from prospective and current students, their families, faculty, and staff about a wide variety of issues.

MAJOR FUNCTIONS

1. Contribute to the achievement of College enrollment and recruitment goals and objectives by representing Crowder College at college fairs and high school/community college recruitment visits; advising prospective students and their parents regarding admission requirements, academic programs, financial aid and scholarships, student organizations and activities; assisting with the development of publications used for admissions and recruitment; responding to written, phone, email, and in-person inquiries; meeting with visiting students and parents; making formal presentations; and planning activities and events, both on and off-campus, for prospective students/families and high school counselors.

2. Ensure prompt and accurate processing of applications for admissions by merging application data to the Jenzabar computer data system, matching applications with transcripts received, informing applicants of credentials required to complete application processing, and supervising student employee(s), student ambassadors, and other support staff who assist in the processing of applications.

3. Coordinate with SSC to determine academic placement of applicants by interpreting test scores and grade point average information and comparing that information with established College admission policies.

4. Coordinate with Records to determine transfer credit equivalencies by comparing title and descriptions of courses completed by students at other colleges and universities with courses offered at the College, maintaining compliance with federal regulations on student privacy, and assisting in and coordinating the processing of transcripts and other student records.

5. Coordinate with Admissions to ensure accurate communication with program applicants by serving as the primary academic advisor by telephone or in person to all program applicants, assisting with recruitment, service, enrollment, and enrollment/orientation clinics. Assist in the planning process of enrollment clinics and represent campus on committees and/or task forces as needed.

6. Coordinate with Cashier’s Office by providing payment plan application materials, checking student balances and financial holds, checking accuracy of majors to ensure students schedules are properly coded for billing specifically related to Dual Credit majors, making appropriate changes to student schedules, and advising the Cashiers’ Office of special enrollment such as Lifetime Learners and students receiving external funding.
7. Ensure quality service to applied and prospective students by responding to inquiries regarding policies, procedures, and programs of the College.
8. Advise supervisory personnel and Site Director of the progress of ongoing responsibilities by maintaining accurate records of student and high school/community college contacts and preparing reports concerning recruitment and admission activities.
9. Assist with meeting retention and student orientation objectives of the Retention Program by assuring proper placement of students in College Connections and College Orientation as appropriate and consistent with established college policies and procedures. Provide advising throughout the academic year and coordinate with the Admissions and Retention Offices to provide appropriate training for new faculty advisors.
10. Assist the Site Director and Division Chairs to evaluate practices, trends, and regulations guiding daily activities and long-term planning by continuous tracking of student complaints, concerns, requests, and needs on campus.
11. Provide support for Financial Aid by collaborating with the Program Director on the collection of paperwork and financial records, receiving financial aid applications, guiding students through the process, collecting the information and documentation necessary for the applications, and providing accurate information to students on procedures and documentation needed.
12. Help strengthen campus life by coordinating campus activities and cultural events for students.
13. Ensure information is current and accessible on the Student Services and Campus web site by coordinating with the Site Director and Program Directors to maintain the web pages.
14. Remain competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training, courses and meetings required by the program directors and perform other duties as assigned by the Site Director.
15. Perform other related duties as assigned by the Site Director.

**KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE**

1. Bachelor’s degree required in education, guidance and counseling or related field; master’s preferred.
2. Experience working with college students preferred.
3. Effective interpersonal and oral and written communication skills.
4. Ability to plan, organize, and implement responsibilities effectively.
5. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.
6. Must be knowledgeable in the use of computerized management information systems (databases).
7. Ability to work with a minimum of supervision
8. Ability to learn and follow complex procedures and detailed policies
9. Effective decision-making skills
10. Keyboarding and data entry skills
11. Information Technology Abilities required:
   - Ability to operate a personal computer using the Windows environment.
   - Ability to understand operating a personal computer within the Crowder College Network environment.
   - Ability to use E-mail.
   - Ability to perform basic Jenzabar functions.
   - Ability to perform basic word processing using MS Word.

**EQUIPMENT/SOFTWARE**

1. Operate standard office computers and software.
2. See above Information Technology abilities.

**POSITIONS SUPERVISED**
WORKING CONDITIONS

1. Generally indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. Normal college working hours but adjustment of hours involving evening and/or weekend work is required from time to time.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
4. A neat appearance and appropriate business apparel are required.

PHYSICAL DEMANDS

1. Generally sedentary work involving sitting most of the time but will involve mobility within the campus and various sites.
2. Input, access, and distribute information using computers.
3. Considerable data entry work is required. The position requires extended periods of time at a computer station and extensive utilization of information displayed on a computer monitor.
4. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, or crouch; talk and hear. Specific vision abilities required by this job include close vision.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.

LANGUAGE/COMMUNICATIONS SKILLS

1. Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.